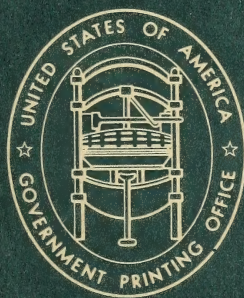
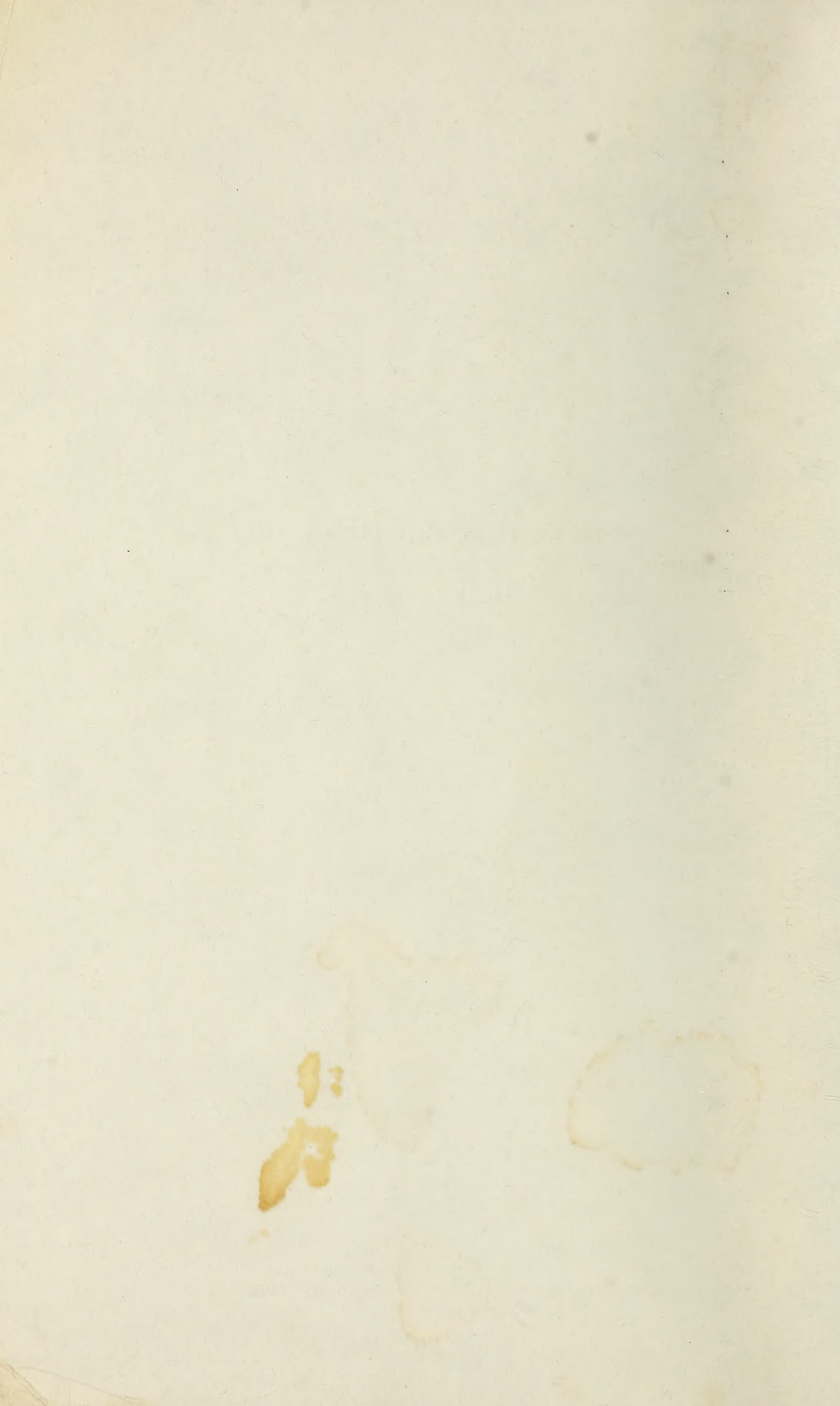


U.S. GOVERNMENT PRINTING OFFICE

Style Manual

JANUARY 1973



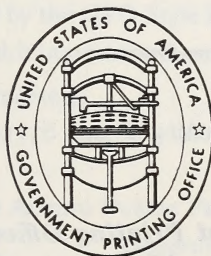


U.S. GOVERNMENT PRINTING OFFICE

Style Manual

ISSUED BY THE PUBLIC PRINTER
UNDER AUTHORITY OF SECTION 1105 OF AN ACT
OF CONGRESS APPROVED OCTOBER 22, 1968

Revised Edition, January 1973



WASHINGTON : 1973

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UNDER DIRECTION OF THE ACTING PUBLIC PRINTER
HARRY J. HUMPHREY

The Library of Congress has cataloged this STYLE MANUAL as follows:

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APPROVED FOR PRINTING BY
THE JOINT COMMITTEE
ON PRINTING



CONGRESS OF THE UNITED STATES,
JOINT COMMITTEE ON PRINTING,
Washington, January 2, 1973.

DEAR SIR: Receipt is acknowledged of the proof pages of the Government Printing Office STYLE MANUAL.

The proofs as compiled and submitted are approved for printing as the 1973 STYLE MANUAL. The Joint Committee is cognizant of the depth of capable research and expert application extended by the GPO Style Board in the development of this important document.

Sincerely,

WAYNE L. HAYS,
Chairman.

To the ACTING PUBLIC PRINTER,
Government Printing Office.

EXTRACT FROM THE PUBLIC PRINTING LAW

AS CODIFIED OCTOBER 22, 1968



SECTION 1105. THE PUBLIC PRINTER SHALL DETERMINE THE FORM AND STYLE IN WHICH THE PRINTING OR BINDING ORDERED BY A DEPARTMENT IS EXECUTED, AND THE MATERIAL AND THE SIZE OF TYPE USED, HAVING PROPER REGARD TO ECONOMY, WORKMANSHIP, AND THE PURPOSES FOR WHICH THE WORK IS NEEDED. (PUBLIC LAW 90-620, OCT. 22, 1968, 82 STAT. 1261.)

PREFACE

By act of Congress the Public Printer is authorized to determine the form and style of Government printing. The **STYLE MANUAL** is the product of many years of public printing experience, and its rules are based on principles of good usage and custom in the printing trade. In addition, the **MANUAL** attempts to keep abreast of and sometimes anticipate changes in orthography, grammar, and type production. It has grown with Government and the ever-expanding body of language with new terms and expressions.

Essentially, it is a standardization device designed to achieve uniform word and type treatment, and aiming for economy of word use. Such rules as are laid down for the submission of copy to the GPO point to the most economical manner for the preparation and typesetting of manuscript. Following such rules eliminates the need of additional chargeable processing by the GPO.

It should be remembered that the **MANUAL** is primarily a GPO printers stylebook. Easy rules of grammar cannot be prescribed, for it is assumed that editors are versed in correct expression. As a printers book, it necessarily uses terms which are obvious to those skilled in the graphic arts. A glossary of such printing terms to be complete would unnecessarily burden the **MANUAL**. (See bibliography on pp. 2-3.)

Its rules cannot be regarded as rigid, for the printed word assumes many shapes and variations in type presentation. An effort has been made to provide complete coverage of those elements which enter into the translation of manuscript into type.

For the purposes of this **MANUAL**, printed examples throughout are to be considered the same as the printed rules.

HOW TO USE THIS MANUAL

Rules in this MANUAL are numbered, the first part of each number being the chapter in which that rule appears, and the second part the number of the rule. Paragraph 12.2 is therefore the second rule in chapter 12.

An open-face star (☆) preceding a paragraph indicates that the rule is new or a substantial change has been made in the wording or meaning of that rule since the 1967 edition. A star does not appear where a simple renumbering of rules has occurred.

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IDEAL COPY FOR PRINTER

Below is an example of a manuscript page, after GPO preparation, showing double-spaced copy, jacket number and folio, type selection including size and line width, leading, initial letter and display type marked, and proper placement of footnote. Page is complete and copycutting was not required. Tabular matter and illustrations should be submitted on separate but consecutive sheets. (See rules 1.2, 1.5, 1.6, and 2.1.)

6-pica rh
NEW ODD PAGE

1 5 10 - 12 2 6 ¼ GPO style

3 3 L 1 8 C.&lc chr CHAPTER 1

400-000 6

3 3 L 1 8 Caps chr.

AUTHOR'S ALTERATIONS COST MONEY AND CAUSE DELAY < 2 pieces #

1½ pieces # It is very tempting to make alterations to proofs. You can delete a word

2- line initial 33M30

here, 3 Stars change a phrase there 1½ pieces # but a comma somewhere else: 3 Stars there

seems nothing to it!

3 lds. # >

On fact, each alteration or addition means laborious and therefore cost work for the printer. # Every single letter and punctuation mark and space in a proof is represented by a tiny piece of metal called 1 type 1 or it may be a solid line of type (Linotype), which will be reset. Each correction may produce further errors. In addition, every time a the form 1 has to be unlocked there is always the possibility that the pieces # of type will slip out of position and cause misprints. #

3 lds. # >

fl. Expensive afterthoughts/ 3 2 L 1 0

2 lds. # >

Every alteration made in a proof means higher printing costs. No less important, they mean a delay which may result in postponement of publication date.

Author's alterations should be kept to the absolute minimum: # printers

proofs are intended for checking, not for alteration.

It has been said that authors would dispense with most of their alterations if they had to pay on the spot for making them.

Most of the alterations made on proofs are avoidable because they should could have been made on the manuscript typescript before typesetting began. Too often an author thinks "Oh! never mind, I can always alter it on the proof." This attitude is disastrous M it leads straight to extra costs. Even the simplest amendment, so easy to make on a proof, is time # wasting and costly to carry out. #

Manuscript preparation should follow this Style Manual. C. & C.

JOHN DOE,

Printing Superintendent,

1 L 6 Pt Footnote Ledrd

Reprinted by courtesy of the British Federation of Master Printers, in collaboration with the Publishers Association.

1. SUGGESTIONS TO AUTHORS AND EDITORS

1.1. This **STYLE MANUAL** is intended to facilitate Government printing. Careful observance of the following suggestions will aid in expediting publication and in reducing printing expenditures.

1.2. Copy must be carefully edited in accordance with the style laid down herein before being sent to the Government Printing Office. Changes on proofs add greatly to the expense and delay the work.

1.3. Legible copy, not faint carbon copies, must be furnished. This is essential in foreign-language copy and in copy containing figures.

1.4. Copy should be sent flat, with the sheets numbered consecutively, and typewritten on one side of the paper only. If both sides of reprint copy are to be used, a duplicate must be furnished.

☆1.5. To avoid unnecessary expense, mutilation of copy, and to expedite GPO production, each page should begin with a paragraph.

1.6. Tabular matter and illustrations should be on sheets separate from the text, as each is handled separately during typesetting.

1.7. Proper names, signatures, figures, foreign words, and technical terms should be written plainly.

1.8. Manuscript and typewritten copy in a foreign language should be marked accurately as to capitalization, punctuation, accents, etc.

1.9. Footnote reference marks in text and tables should be arranged consecutively from left to right across each page.

1.10. Photographs, drawings, legends, etc., for illustrations should accompany the manuscript, each bearing the name of the publication in which it is to be inserted and the figure or plate number. The proper place for each text figure should be indicated on the copy by inserting its number and title. If the legends are placed on one or two sheets of the manuscript copy, it is preferable that the copy for the legends be placed at the beginning of the manuscript to facilitate the placing of the legends in the proper position.

1.11. A requisition for work containing illustrations must be accompanied by a letter certifying that the illustrations are necessary and relate entirely to the transaction of public business (44 U.S.C. 118). The total number of illustrations and the processes of reproduction desired should also be indicated. Instructions should be given on the margin of each illustration if enlargement or reduction is necessary.

1.12. If a publication is composed of several parts, a scheme of the desired arrangement must accompany the first installment of copy.

☆1.13. To reduce the possibility of costly blank pages, avoid use of new odd pages and halftitles whenever possible. Generally these refinements should be limited to quality bookwork. (See rule 2.85.)

1.14. Samples should be furnished if possible. They should be plainly marked, showing the desired type, size of type page, illustrations

☆ An open-face star preceding a paragraph indicates that a substantial change has been made in the wording or meaning of that rule. A star does not appear where a simple renumbering of rules has occurred.

if any, paper, trim, lettering, or binding; but they will not be considered as style for typesetting if they conflict with the rules in this **STYLE MANUAL**.

1.15. To expedite work production, avoid use of limited-equipment typefaces on text composition wherever possible. Special typefaces (usually faces other than Modern roman) with few fonts delay typesetting production. Refer to GPO Specimens of Type Faces below to determine extent of type supply.

1.16. In looseleaf or perforated-on-fold work, indicate folio sequence, including blank pages, by circling in "blue." Begin with first page of text (title). Do not folio separate covers and/or dividers.

1.17. Indicate on copy if separate or self cover. When reverse printing in whole or in part is required, indicate if solid or in tone.

1.18. Avoid use of oversize fold-ins wherever possible. This can be done by splitting a would-be fold-in and arranging the material to appear as facing pages in the text. Where fold-ins are numerous and cannot be split, consideration should be given to folding and inserting these into an envelope pasted to inside back cover.

1.19. Every effort should be made to keep complete jobs of over 4 pages to signatures (folded units) of 8, 12, 16, 24, or 32 pages. Over two blank pages at end should be avoided where possible.

1.20. Indicate alternate choice of paper on requisition. Wherever possible, confine choice of paper to general use items carried in inventory as shown in GPO Paper Catalog.

1.21. When nonstandard trim sizes and/or type areas are used, indicate head and back margins desired. Otherwise, GPO will determine margins. The GPO Letterpress and Offset Printing Standards (also included in GPO Layouts for Imposition) are to be followed wherever possible. (See "Imposition," p. 16.)

1.22. On return of galley proofs for page makeup, departments should submit copy for running heads and numbering sequence of folios, including preliminary pages.

1.23. All corrections should be made on first proofs submitted, as later proofs are intended for verification only. All corrections must be indicated on the "R" set of proofs, and only that set should be returned to the Government Printing Office.

1.24. Corrections should be marked on the margins of a proof opposite the indicated errors, not by writing over the print or between the lines. All queries on proofs must be answered.

☆**1.25.** The following Government Printing Office and departmental publications relate to material included in the **STYLE MANUAL**. Where copies are available, they may be purchased from the Public Documents Department, Government Printing Office, Washington, D.C. 20402.

Word Division, a supplement to Government Printing Office Style Manual, seventh edition (1968), 190 pages.

Basic rules for division of words; division into syllables of about 20,000 words.

Specimens of Type Faces, U.S. Government Printing Office.

Specimens of typefaces for Government editors, printers, and authors; varieties and sizes available; special signs, ornaments, and characters; and rules and borders. Includes Fotosetter typefaces.

Typography and Design, apprentice training series (intermediate period), 187 pages.

Twenty-four lectures, with questions for study and discussion, books for reading, and suggested projects.

Layouts for Flat-Bed, Rotary, and Web Press Imposition, 202 pages. Illustrated.

Most frequently used layouts of faceup imposition; types of folds; and a signature-size chart, with index.

U.S. Government Correspondence Manual.

Designed to standardize Government correspondence for uniform format styles of addresses, salutations, and closings. Prepared by Government Inter-departmental Committee.

Printer 1 & C, Navy Training Courses, NavPers 10458, 650 pages. Illustrated.

Describes various printing processes, including Linotype, coldtype composition, press, and bindery operations. Discusses typography, layout, and copy preparation. In addition, an explanation of engraving and lithographic processes. A glossary of graphic arts terms is included.

Lithographer 3 & 2, volume 1, Navy Training Courses, NavPers 10452B, 615 pages. Illustrated.

Offers a brief history of lithography. Discusses copy preparation, photographic equipment and processing. Also describes stripping, plate graining, and platemaking operations, with a glossary of terms used.

Lithographer 1 & C, Navy Training Courses, NavPers 10454A, 336 pages.

Extends discussion of lithography covered in the two volumes above. Further treatment of copy preparation, dummies, camera work, platemaking, presswork and inks, and photoengraving. Glossary.

Guide for Air Force Writing, AF Pamphlet 10-1, 248 pages.

Plain Letters, National Archives and Records Service, General Services Administration, 47 pages.

Directed at those who write and sign letters. Offers writing shortcuts and how to avoid clichés in writing.

Form Letters, National Archives and Records Service, General Services Administration, 33 pages.

Basic elements of form-letter design. Describes use of form letters to replace formal correspondence.

1.26. Corrections in proofs read by authors or department readers must be indicated as follows:

PROOFREADER'S MARKS

⊙	Insert period	<i>Caps.</i>	Caps—used in margin
↗	Insert comma	≡	Caps—used in text
:	Insert colon	C + SC	Caps & small caps—used in margin
;	Insert semicolon	≡	Caps & small caps—used in text
?	Insert question mark	<i>l. c.</i>	Lowercase—used in margin
!	Insert exclamation mark	/	Used in text to show deletion or substitution
=/	Insert hyphen	<i>w. f.</i>	Wrong font
✓	Insert apostrophe	○	Close up
“”	Insert quotation marks	✕	Delete
—	Insert 1-en dash	3	Close up and delete
—	Insert 1-em dash	9	Correct the position
#	Insert space	⌋	Move right
<i>ld></i>	Insert lead	⌈	Move left
<i>shll</i>	Insert virgule	⌋	Move up
✓	Superior	⌋	Move down
^	Inferior		Align vertically
(/)	Parentheses	—	Align horizontally
[/]	Brackets	⌋⌈	Center horizontally
□	Indent 1 em	⌋⌈	Center vertically
□□	Indent 2 ems	∪	Push down space
¶	Paragraph	∪	Use ligature
<i>no ¶</i>	No paragraph	<i>eq. #</i>	Equalize space—used in margin
<i>tr</i>	Transpose ¹ —used in margin	✓✓✓	Equalize space—used in text
∩	Transpose ² —used in text	<i>stet.</i>	Let it stand—used in margin
<i>sp</i>	Spell out	Let it stand—used in text
<i>ital</i>	Italic—used in margin	⊗	Dirty or broken letter
—	Italic—used in text	<i>run over</i>	Carry over to next line
<i>b. f.</i>	Boldface—used in margin	<i>run back</i>	Carry back to preceding line
~~~~	Boldface—used in text	<i>out, see copy</i>	Something omitted—see copy
<i>s. c.</i>	Small caps—used in margin	<i>S/?</i>	Question to author to delete ³
≡	Small caps—used in text	^	Caret—General indicator used to mark exact position of error in text.
<i>rom.</i>	Roman type		

¹ In lieu of the traditional mark “tr” used to indicate letter or number transpositions, the striking out of the incorrect letters or numbers and the placement of the correct matter in the margin of the proof is the preferred method of indicating transposition corrections. (See rule 2.75.)

² Corrections involving more than two characters should be marked by striking out the entire word or number and placing the correct form in the margin. This mark should be reserved to show transposition of words.

³ The form of any query carried should be such that an answer may be given simply by crossing out the complete query if a negative decision is made or the right-hand (question mark) portion to indicate an affirmative answer. (See example, p. 5.) (See rule 2.71.)



## TYPOGRAPHICAL ERRORS

reset 8 pt. c&amp;sc

sc

It does not appear that the earliest printers had any method of correcting errors before the form

e

was on the press. The learned The learned correctors of the first two centuries of printing were

9

not proofreaders in our sense; they were rather what we should term office editors. Their labors

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9  
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were chiefly to see that the proof corresponded to the copy, but that the printed page was correct

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in its latinity. ~~that the words were there~~, and that the sense was right. They cared but little

stat

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5 / 2/5

about orthography, bad letters, or purely printer's errors, and when the text seemed to them wrong

they consulted fresh authorities or altered it on their own responsibility. Good proofs, in the

not / 9

modern sense, were impossible until professional readers were employed, men who had first a

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i

printer's education, and then spent many years in the correction of proof. The orthography of

English, which for the past century has undergone little change, was very fluctuating until after

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the publication of Johnson's Dictionary, and capitals, which have been used with considerable regu-

9 lead

larity for the past 80 years, were previously used on the miss or hit plan. The approach to regu-

te  
9 / it

larity, so far as we have, may be attributed to the growth of a class of professional proofreaders, and

it is to them that we owe the correctness of modern printing. More errors have been found in the

9 / r

Bible than in any other one work. For many generations it was frequently the case that Bibles

lead

were brought out stealthily, from fear of govern-

[

mental interference. They were frequently printed from imperfect texts, and were often mod-

out; see copy

h

#

ified to meet the views of those who published them. The story is related that a certain woman

9

in Germany, who was the wife of a Printer, and had become disgusted with the continual assertions

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9 / 4 / rom.

of the superiority of man over woman which she had heard, hurried into the composing room

while her husband was at supper and altered a sentence in the Bible, which he was printing, so

eq # / wf / 9 / #

15 / 2

that it read Narr instead of Herr, thus making the verse read "And he shall be thy fool" instead

15 / 2

15 / 2

K

A

of "And he shall be thy lord." The word, not omitted by Barker, the king's printer in England in 1632, in printing the seventh commandment.

te over

te. up

He was fined £3,000 on this account.

(8 / ?)

NOTE.—The system of marking proofs can be made easier by the use of an imaginary vertical line through the center of the type area. The placement of corrections in the left-hand margin for those errors found in the left-hand portion of the proof and in the right-hand margin for right-side errors prevents overcrowding of marks and facilitates corrections. (See also rule 2.74.)

## NOTES



## 2. GENERAL INSTRUCTIONS

### PREPARING COPY

☆2.1. The first duty of copy preparers is to mark those things which are not readily understood and to indicate headings, indentions, dashes, new pages, and other matters of style necessary to give the completed book a good typographic appearance.

☆2.2. If a preparer considers a customer's request for new odd pages and/or half titles unwarranted or excessive, he must bring this to the attention of the Chief Copy Preparer who will question these pages to the ordering agency.

☆2.3. Preparers must indicate point size and type series on copy, and whether matter is to be leaded or double leaded, etc.; verify folio numbers; and plainly indicate references, footnotes, cut-ins, etc. Unless otherwise marked: (1) Text matter will be set in 10-point solid and tables in 6-point solid (tables in leaded matter will also be set solid); (2) 9-unit figures will be used in tables when boldface is requested; (3) where down rules are requested in tables, 2-point (hairline) rules will be used (see rule 13.3).

2.4. Quoted, or extract matter, and lists should be set 2 points smaller than text, and quotation marks at beginning and end of paragraphs should be omitted. If the same type size is used, quoted matter should be cut in 1 to 3 ems, depending on measure, and initial and closing quotes should be omitted; this does not apply to congressional work.

#### **"Follow literally," "FIC & punc.," and "FIC"**

☆2.5. After submittal to the GPO, manuscript copy is rubberstamped "Fol. lit.," "FIC & punc.," or "FIC." The difference between these typesetting instructions is explained thus:

In "Fol. lit." (follow literally) copy we do not make any changes. Copy authorized to be marked "Fol. lit." must be thoroughly prepared by the requisitioning agency as to capitalization, punctuation (including compounding), abbreviations, signs, symbols, figures, and italic, and such copy, including even manifest errors, will be followed. The lack of preparation on copy so designated shall, in itself, constitute preparation. "Fol. lit." does not include size and style of type or spacing.

In "FIC & punc." (follow, including capitalization and punctuation) copy, we correct obvious errors.

Copy marked "FIC" (follow, including capitalization) is to be prepared and set according to the style in this MANUAL, except for capitalization.

☆2.6. Excerpts for congressional hearings (8 point) and the Congressional Record (6½ point) will be stamped and set "FIC & punc." unless otherwise instructed. Datelines, address lines, signature lines,

tables, and leaderwork are to be prepared according to **STYLE MANUAL** rules.

In all quoted amendments and excerpts of bills and in reprinting bills, bill style is to be followed at all times.

☆2.7. In congressional hearings, the name of interrogator or witness who continues speaking is repeated following a head set in 114L10, a paragraph enclosed in parentheses, and a paragraph enclosed in brackets.

In a head set in 114L10, the title "Mr." is not used, and "the Honorable" preceding name is shortened to "Hon." Street addresses are also deleted. Example: "Statement of Hon. John P. Blank, Member of American Bar Association, Washington, D.C."

☆2.8. To prevent confusion and delay and to insure economy in printing, all copy that bears no preparation by the requisitioning agency will be set in accordance with the rules laid down in this **STYLE MANUAL**, with which editors and compilers are expected to become familiar, except that in some classes of printing of a legal, technical, or historical nature it may be necessary to adhere strictly to the original text, and the requisitioning office may then properly mark such copy "Fol. lit."

2.9. Follow the position of quotation marks in relation to other punctuation marks in matter marked "Fol. lit." and "FIC & punc." Abbreviations with points (as in U.S.C., U.S., i.e.) close up. Abbreviations also close up in "Fol. lit." matter, unless prepared with spaces. (See rule 9.7.)

2.10. Paragraph or section numbers (or letters) followed by figures or letters in parentheses will close up, as "section 7(B)(1)(a)," "paragraph 23(a)," "paragraph b(7)," "paragraph (a)(2)"; but section 9(1) (a) and (b); section 7 a and b. In case of an unavoidable break, division will be made after elements in parentheses, and no hyphen is used. However, if spaces are prepared in "Fol. lit." matter, copy will be followed.

2.11. "Bill style" copy will follow the style of the Government Printing Office Bill Style Manual, which conforms to this **STYLE MANUAL** in many particulars, such as the use of figures in dates; sums of money; percentages; the numbers of articles, chapters, lines, pages, paragraphs, parts, sections, and volumes; the classification of vessels (A 1); and all other instances where *numbered* is used or implied. Punctuation, as prepared, must be followed.

☆2.12. It is not necessary to mark again anything that has been plainly indicated at the beginning of a sheet, as such preparation is to apply to the entire sheet. Preparers will stamp "Follow initial prep" on each such folio.

2.13. Copy preparer's instructions, which accompany each job, are written to cover the general style and certain peculiarities or deviations from style. These instructions must be followed. The copy preparer must not deviate from the style laid down in this **STYLE MANUAL** unless authorized to do so by the Chief Copy Preparer.

### Abbreviations

2.14. In marking abbreviations to be spelled, preparers must show what the spelled form should be, unless the abbreviations are common and not susceptible of more than one construction. An unfamiliar abbreviation, with spelled-out form unavailable, is not changed.



## Bibliographies or references

2.15. There are many styles available to bibliographers, for there are many classes of documents. A Government bulletin citation, according to one authority, would be treated as follows:

Author's name (if the article is signed); title of article (in quotation marks); the publication (usually in *italic*), with correct references to volume, number, series, pages, date, and publisher (U.S. Govt. Print. Off.).

Therefore the example would read:

U.S. Department of the Interior, "Highlights in history of forest and related natural source conservation," *Conservation Bulletin*, No. 41 (serial number not *italic*), Washington, U.S. Dept. of the Interior (*or* U.S. Govt. Print. Off.), 1966. 1 p. (*or* p. 1).

Another Government periodical citation would read as follows:

Reese, Herbert Harshman, "How To Select a Sound Horse," *Farmers' Bulletin*, No. 779, pp. 1-26 (1917), U.S. Dept. of Agriculture.

Clarity may be maintained by capitalizing each word in book titles, but only the first word in the title of articles.

Other examples are:

Preston W. Slosson, *The Great Crusade and After: 1914-1928* (New York: Macmillan, 1930)

Edward B. Rosa, "The economic importance of the scientific work of the government," *J. Wash. Acad. Sci.* 10, 342 (1920)

Preston W. Slosson, *The Great Crusade and After: 1914-1928* (New York: Macmillan, 1930)

Edward B. Rosa, "The Economic Importance of the Scientific Work of the Government," *J. Wash. Acad. Sci.* 10, 342 (1920)

Note that the principal words in both book titles and titles of articles are capitalized.

The science of bibliography is covered in many texts, and the following references are available for study:

Bibliographic Procedures and Style: A Manual for Bibliographers in the Library of Congress. Superintendent of Documents, Washington, D.C. 20402. Price, \$0.70.

Better Report Writing, by Willis H. Waldo. Reinhold Publishing Corp., New York.

Macmillan Handbook of English, by John M. Kierzek. Macmillan Co., New York.

A Manual of Style, University of Chicago Press, Chicago.

Suggestions to Authors of the Reports of the U.S. Geological Survey. Superintendent of Documents, Washington, D.C. 20402. Price, \$1.75.

Words Into Type, Appleton-Century-Crofts, New York.

## Capitalization

2.16. Unusual capital and lowercase letters must be indicated.

## Datelines, addresses, and signatures

2.17. Copy preparers must mark caps, small caps, *italic*, abbreviations, and indentions; also indicate line breaks where necessary.

## Decimals and common fractions

2.18. In figure columns containing decimals or common fractions, preparers must indicate at the top of each folio of a continued table the "clear" or space necessary to preserve proper alinement. The "clear" indicated for decimals does not include the bearoff.

"Et cetera," "etc.," "and so forth"

2.19. In printing a speaker's language, the words *and so forth* or *et cetera* are used—not the abbreviation *etc.* If a quoted extract is set

in type smaller than that of the preceding text and the speaker has summed up the remainder of the quotation with the words *and so forth* or *et cetera*, these words should be placed at the beginning of the next line, flush and lowercase, and an em dash should be used at the end of the extract.

### Folioing and stamping copy

2.20. Folio numbers should be placed in the upper right-hand corner, preferably half an inch from the top.

2.21. All other stamping—type size, measure, etc.—should be placed in the upper left-hand corner. On cards, any available space may be used.

2.22. Divided tables that have to be cut or that continue on more than one sheet of copy must be folioed down the first divide to the end of the table and continue on the next and following divides to the end. Parallel tables and pasters require only one folio number on each page of copy.

### Footnotes and reference marks

(For text, see rules 15.1–15.21; for tables, see rules 13.104–13.128.)

### Headings

2.23. The type to be used for all headings must be marked—case number or size of type, caps, caps and small caps, small caps, caps and lowercase, lowercase (first word and proper nouns capitalized), or italic. (See also rule 3.52 and Specimens of Type Faces, U.S. Government Printing Office, p. 2.)

### Pickup

2.24. The jacket number of a job from which matter is to be picked up must be indicated. New matter should conform in style to that of the pickup.

### Sidenotes and cut-in notes

2.25. Sidenotes and cut-in notes are set each line flush on left and ragged on right, unless otherwise prepared, and are always set solid. Sidenotes are usually set in 6 point,  $4\frac{1}{2}$  picas wide. Footnotes to sidenotes and text should be set on  $21\frac{1}{2}$  picas.

SEC. 920. Abuse of the rule. An alleged violation of the rule relating to admission to the floor presents a question of privilege (III, 2624, 2625; VI, 579), but not a higher question of privilege than an election case (III, 2626). In one case where an ex-Member was abusing the privilege * * *

2.26. The measure allowed for a cut-in note is 6 picas, unless otherwise marked, and the note bears off from the text—above, below, and at the side—not less than an em of the text type. A cut-in note begins on the third line of the paragraph if the length of the paragraph permits.

An alleged violation of the rule relating to admission to the floor presents a question of privilege (III, 2624, 2625; VI, 579), but not a higher question of privilege than an election case (III, 2626). In one case where an ex-Member was abusing the privilege, he was excluded by direction of the Speaker (V, 7288). In one case where an ex-Member was abusing the privilege * * *

**Signs, symbols, etc.**

2.27. All signs, symbols, dashes, superiors, etc., must be plainly marked. Names of Greek letters must be indicated, as they are frequently mistaken for italic or symbols.

2.28. The chemical symbols Al, Cl, Tl are sometimes mistaken for A1, C1, T1 in typewritten matter. Copy preparers must indicate whether the second character is a letter or a figure.

2.29. Since typewriters use the same characters for figure 1 and lowercase l, cipher and cap O, all such characters will be printed as figures unless otherwise marked.

**Letters illustrating shape and form**

☆2.30. Letters used to illustrate shape and form, as U-shape(d), A-frame, T-bone, T-rail, are set in 125L10 or 169M10 for 10 point, 125L8 or 169M8 for 8 point, and 125L6 or 169M6 for 6 point; except that for I-beam, 114L10 or 114M10, 114L8 or 114M8, and 114L6 or 114M6, respectively, are used.

2.31. Plurals are formed by adding the apostrophe and s, as T's, Y's, etc. *Golf tee(s)* should be spelled, as it does not indicate shape.

2.32. A capital is used in *X-ray*, *U-boat*, *V-8*, and other expressions which have no reference to shape or form.

**TYPE COMPOSITION**

2.33. Compositors and operators must study carefully the rules governing composition. Failure to do this will show plainly on proofs.

2.34. In correcting pickup matter, the compositor or operator must indicate what portion was actually reset.

2.35. Every precaution must be taken to prevent the soiling of proofs, as it is necessary for the reviser to see clearly every mark on the margin of a proof after it has been corrected.

2.36. Corrections queried in a ring must not be made, as such queries are intended for the author.

2.37. If after a proof is read the first time, a word or line is pied or a dropout occurs, attention must be called to such mishap by marking that part of the proof *Pied* or *Dropout*. If a proof is not available, the type involved must be placed feet uppermost when returned to position. This direction is intended for all who handle type.

2.38. In correcting matter set on the linotype, care must be taken to insert corrected type slugs in their proper places and to remove only such type slugs as necessary. Matter must be run down to see that lines have not been duplicated, transposed, or eliminated. If the corrector is in doubt, he must read the slugs.

**Leading and spacing**

☆2.39. Spacing of text is governed by the leading, narrow spacing being more desirable in solid than in leaded matter. Very thin or very wide spacing in first and last lines of a paragraph should be avoided. Words in a line requiring more than 1 em of space between them should be letterspaced, but the fewer letterspaced words the better. All of a short word, including adjacent punctuation, is letter-spaced rather than part of a long word. (See also rule 13.147.)

2.40. To conform with trade practice, a single justification space (close spacing) will be used between sentences. This applies to all types of composition.



**2.41.** If the last line of a paragraph follows a widely spaced line, it is spaced with en quads instead of 3-em spaces.

**2.42.** Center or flush heads set in caps, caps and small caps, small caps, or boldface are spaced with en quads between words, and the space is widened proportionately for an extended face or for letter-spaced words.

**2.43.** Centerheads are separated from the text by slugs, the space below the head being at least 2 points less than the space above: 10-point slug above and 8-point slug below in 10-point text; 8-point slug above and 6-point slug below in 8- and 6-point text. However, a head which clears the line above or below by at least 1 em requires no additional space.

**2.44.** Heads set in caps are leaded, even in solid matter.

**2.45.** In solid matter, "2 leads," "3 leads," and similar space designations marked on copy mean "2 leads" (4 points), "3 leads" (6 points), etc.

In leaded matter (machine-leaded linotype, or monotype with shoulder), "2 leads," "3 leads," etc., will include space on type; e.g., "2 leads" means a 2-point lead plus space on type.

**2.46.** Unless otherwise marked, flush heads are separated from text by 2 leads above and 1 lead below in solid matter, and by 3 leads above and 2 leads below in leaded matter.

**2.47.** Full-measure numbered or lettered paragraphs and quoted extracts are not separated by leads from adjoining matter.

**2.48.** Unless otherwise marked, extracts which are set off from the text by smaller type or are indented on both sides or indented 3 ems on the left side (courtwork only) are separated by 3 leads in leaded matter and by 2 leads in solid matter.

**2.49.** Extracts set solid in leaded matter are separated from the text by 3 leads.

**2.50.** Flush lines following extracts are separated by 3 leads in leaded matter and by 2 leads in solid matter.

**2.51.** Footnotes are leaded if the text is leaded, and are set solid if the text is solid.

**2.52.** Legends are leaded if text is leaded, and solid if text is solid. Leaderwork is separated from text by 2 leads above and 2 leads below.

### Indentions

**2.53.** In measures less than 30 picas, the paragraph indention is 1 em. Paragraph indentions in cut-in matter are 3 ems, overs 2 ems. Overruns, datelines, and signatures are indented in multiples of 2 ems. Unless otherwise requested, addresses are set flush on left. (See examples, beginning p. 231.)

**2.54.** In matter set 30 picas or wider, the paragraph indention is 2 ems. Paragraph indentions in cut-in matter are 6 ems, overs 4 ems. Overruns, datelines, and signatures are indented in multiples of 2 ems. Unless otherwise requested, addresses are set flush on left. (See examples, beginning p. 231.)

**2.55.** In measures less than 30 picas, overruns in hanging indentions are 1 em more than the first line, except that to avoid conflict with a following indention (for example, of a subentry or paragraph), the overrun indention is made 1 em more than the following line.

**2.56.** In matter set 30 picas or wider, overruns in hanging indentions are 2 ems more than the first line, except that to avoid conflict with a

following indention (for example, of a subentry or paragraph), the overrun indention is made 2 ems more than the following line.

**2.57.** Indention of matter set in smaller type should be the same, in points, as that of adjoining main-text indented matter.

**2.58.** Two-line centerheads are centered, but heads of three or more lines are set with hanging indention.

**2.59.** Overs in flush heads are indented 2 ems in measures less than 30 picas, and 3 ems in wider measures.

### Legends for illustrations

**2.60.** Legends and explanatory matter of one or two lines are centered; if more than two lines, they are set with hanging indention. If an illustration is narrower than full measure and text is run at the side of it, the legend is set the width of the illustration; if text is not to be run at the side of the illustration, the legend is set full measure regardless of the width of the illustration, unless copy is otherwise marked.

**2.61.** Legend lines of illustrations which run the broad way should be printed to read up; that is, an even-page legend should be on the inside margin and an odd-page legend on the outside margin.

**2.62.** Unless other type is indicated, legends for illustrations are set in 8-point roman, lowercase.

**2.63.** Periods are used after legends and explanatory matter beneath illustrations. However, legends without descriptive language do not use a period. (See rule 8.117.)

**2.64.** At beginning of legend, *Figure* preceding the identifying number or letter is set in caps and small caps and is not abbreviated.

FIGURE 5, *not* FIG. 5

FIGURE A, *not* FIG. A

**2.65.** If a chart carries both a legend and footnotes, the legend is placed above the chart.

**2.66.** Letter symbols used in legends for illustrations are set in italic without periods and are capitalized only if so shown in copy.

### PROOFREADING AND COPYHOLDING

**2.67.** Foremen of composing sections must see that special instructions and layout and style sheets are sent to the Proof Section with the first installment of each job.

**2.68.** Speed is desirable, but accuracy is of first importance.

**2.69.** The reader should see that the rules governing spacing, division of words, and good printing generally have been observed. The reader who passes bad spacing will be held at fault.

**2.70.** If the reader detects inconsistent and erroneous statements, it is his duty to correct them. He must know, not guess, that they are errors, and he must be prepared, if called upon, to vindicate by recognized authority the soundness of his corrections. If he does not know, he must query.

**2.71.** If the grammatical construction of a sentence or clause is questioned by a reader and it seems desirable to change the form, he must indicate the proposed correction, add a query mark, and enclose all in a ring. If a statement of fact is thought erroneous or doubtful, he must underscore the matter in question, write in the margin "Author verify," and enclose it in a ring. It is not enough to write only a query in the margin; the reason for the query must be clearly shown. If there is little doubt, the correction should be made,

but a query enclosed in a ring must be written beside the correction to call the author's attention to it.

2.72. A query appearing on copy must be carried to the author.

2.73. Proofs that are not clearly printed or are in any manner defective must be called to the attention of the deskman.

2.74. The manner in which correction marks are made on a proof is of considerable importance. Straggling, unsymmetrical characters, disconnected marks placed in the margin above or below the lines to which they relate, irregular lines leading from an incorrect letter or word to a correction, large marks, marks made with a blunt pencil, indistinct marks, and frequent use of the eraser to obliterate marks hastily or incorrectly made are all faults to be avoided.

2.75. In reading proof of wide tables, the reader should place the correction in white space as near as possible to the error, thus aiding all who handle the proof afterward. He should obliterate entirely a broken or defective figure and rewrite it in a ring. He should not use the transposition mark in little-known words or in figures. He should instead cancel the letters or figures and write them in the margin in the order in which they are to appear.

2.76. In marking errors in display or other unusual type, the case number must be indicated.

2.77. Readers must draw a ring around footnote references in proof, as an aid to the maker-up.

2.78. On discovering evidence of wrong-font matrices, the reader must immediately fill out a wrong-font notice which will be sent to the typesetting section concerned.

2.79. Readers must not make important changes in indentions or tables without consulting the Referee.

2.80. The marks of the copy preparer will be followed, as he is in a position to know more about the peculiarities of a job than one who reads but a small portion of it.

2.81. Any mark which will change the proof from the copy as prepared must be enclosed in a ring.

2.82. All instructions on copy must be carried on proof by readers.

2.83. Folios of copy must be "run" by the copyholder and checked against those marked on the proof.

2.84. In reading copy an unnecessarily loud tone of voice must be avoided. Short words are as important as long ones, and should be pronounced distinctly. Plurals should be sounded clearly, and names of persons or places pronounced distinctly or read by letters.

### MAKEUP

☆2.85. Government publications will be made up in the following order unless otherwise indicated. The "new odd page" designations refer, generally, to bookwork and are not required in most pamphlet- and magazine-type publications. (See rules 1.13 and 2.88.)

a. *Frontispiece*, faces title page.

b. *False title* (frontispiece, if any, on back).

c. *Title page*.

d. *Back of title*, blank, but frequently carries such useful bibliographic information as list of board members, congressional resolution authorizing publication, note of editions and printings, GPO imprint if departmental imprint appears on title page, price notice, etc.



- e. *Letter of transmittal* (new odd page).
- f. *Foreword*, differs from preface in that it is an introductory note written as an endorsement by a person other than the author (new odd page).
- g. *Preface*, by author (new odd page).
- h. *Contents* (new odd page), immediately followed by list of illustrations and list of tables, as parts of contents.
- i. *Text*, begins with page 1 (if halftitle is used, begins with p. 3).
- j. *Bibliography* (new odd page).
- k. *Appendix* (new odd page).
- l. *Index* (new odd page).

2.86. An *introduction* differs from a foreword or a preface in that it is the initial part of the text; if the book is divided into chapters, it should be the first chapter.

2.87. To number preliminary pages, use small-cap Roman numerals.

2.88. Booklets of 32 pages or less can be printed more economically with a self-cover. A table of contents, title page, foreword, preface, etc., is not usually necessary with so few pages. If some of this preliminary matter is necessary, it is more practical to combine this material; i.e., contents on cover; combine contents, title, foreword on cover 2, etc.

2.89. Before beginning his work the maker-up must ascertain the length of type page and style of folios to be used.

2.90. Widow lines at top of pages are to be avoided if possible, but are permitted if necessary to maintain uniform makeup and page length. Paragraphs may start on the last line of a page, whenever necessary. If it is found necessary to make a short page, the facing page should be of approximately equal length, if the text permits.

2.91. A blank or sink of 6 picas should be placed at the head of each new odd or even page of 46-pica or greater depth; pages with a depth of from 36 to 45 picas, inclusive, will carry a 5-pica sink; pages less than 36 picas, 4 picas.

2.92. If top center folio is used, the folio on a new page must be placed at the bottom, centered, and enclosed in parentheses.

2.93. Where running heads with folios are used, heads are included in overall page depth. However, first pages of chapters and pages with bottom folios are made up with folios in margin. Bottom folios on short preliminary pages will be made up with page numbers two leads from last line.

2.94. Jobs made up with bottom folios will have all page numbers, including preliminary pages, alining on the bottom in the margin.

2.95. Jobs with both running heads and bottom folios will be treated as outlined in rule 2.94.

2.96. Contents, list of illustrations, preface, or any other matter that makes a page in itself should be placed 12 points or more nearer top than bottom, the difference depending upon the length of page.

2.97. In "cleared" indexes the words being cleared must be repeated on following page at the top of the column or page.

2.98. Continued heads over tables and leaderwork must be condensed into one line if possible.

2.99. Footnote references are repeated in boxheads or in continued lines over tables, unless special orders are given not to do so.

**2.100.** Six-point notes above tables are enclosed in brackets and are not repeated with continued heads, unless they are needed on each page for the purpose of clarity.

**2.101.** A broadside (lengthwise) table beginning on even (left) page and which carries over to facing right page will be made up flush right for left page (if left page is less than full width) and flush left for right page.

**2.102.** A broadside table of less than page width will center on the page.

**2.103.** Centerheads, whether in boldface, caps, caps and small caps, small caps, or italic, should have more space above than below. Uniform spacing should be maintained throughout the page; if this is not possible, the space above and below the centerlines should be reduced, commencing at the bottom of the page.

**2.104.** In making up a page of two or more columns with an illustration more than one column in width, the text should be broken so that it will read from above the illustration to the same column below. If a table, diagram, or layout occurs under the same conditions, the text should double up above it.

**2.105.** In matter set two or more columns to the page, footnotes to full-measure headings should be set page width, while the text footnotes should be set column width and carried at the foot of the column in which the references appear.

☆**2.106.** Two or more short footnotes coming together may be combined by the maker-up in one line, with the space between footnotes 2 ems.

¹ Preliminary.    ² Including imported cases.    ³ Imported.

**2.107.** Backstrips should run down (from top to bottom) on all publications, except when ordering agency specifies runup (from bottom to top) backstrips.

## IMPOSITION

**2.108.** Imposition is the general term applied to the task of locking up pages of type, plates, or negatives for press. Imposing refers specifically to laying or arranging pages so that a press sheet, when printed and folded, will produce a signature with pages in proper sequence. A page is considered the unit of a signature; the two companion pages, the unit in imposition. Whether the imposition is from the outside or inside, a long or a broad form, work and turn, or sheetwise, these companion pages are never separated; their position in the printed pamphlet is determined by the fold.

**2.109.** In the layout of pages, each page must be in its proper sequence, determined by the type of fold desired. (See Layouts for Imposition, p. 3.) Margins are governed by the trim size of finished book or pamphlet. After trim size has been established, the sheet size of stock is selected. For example, GPO standard octavo is type width, 26½ picas; type depth, 46 picas; trim size of finished book or pamphlet, 5¾ by 9¾ inches. The number of pages to be printed is broken down into signatures of 16 pages each and the most practical layout is chosen. In this case, four rows of four pages each. Thus stock size is four times 5¾ inches for width and four times 9¾ inches for depth. As it is necessary to allow a minimum of ⅛-inch trim after signatures are folded, the sheet size will be 24 by 38 inches, standard

stock size. The margins, which are the back, or binding edge, head or top, outside, and foot or bottom, are then determined by allowing enough white space from the type area to give a proper balance to the finished book. It is generally agreed that a 4-pica back and a 3-pica head, after trim, are standard margins for this particular trim size on saddle stitch or sewed jobs. Other standards have been incorporated in the GPO Layout Book. These margins are followed unless requisition specifies nonstandard margins.

2.110. To illustrate further that these companion pages are the unit of imposition, it will be found when determining margins that these two pages are always printed in the center of the untrimmed sheet. The other two companion pages that make up the quarter of the 16 are likewise printed in the center of the quarter sheet, which is 19 inches, one-half of the 38-inch way. It will thus be observed that two pages were used to get the outside margins, and another multiple of two (four) to get the bottom margins.

2.111. Margins should be governed by the trimmed book and not by the untrimmed sheet. The back margin or gutter should be such that it will bring the pages nearly in the center of the open printed book, putting any excess space in the outer margins, except in books that are to be side stitched, in which additional space must be allowed for the stitching. The margins should be so planned that when the book is delivered from the binder the back margin is less than the outside. The top margin of the trimmed book should be at least 3 picas and the bottom margin at least 4 picas. The outside margin should be at least 1 pica greater than the back but not as wide as the bottom margin.

2.112. If a running head is used, the head margin should be the same as the back margin; but if a bottom folio is used, that line and the slug above it should be counted as part of the margin. (See also rules 2.93-2.95.)

## REVISING

### Galley revising

2.113. The importance of revising proofs cannot be overemphasized. Although a reviser is not expected to read proof, it is not enough for him merely to follow the marks found on the proof. He should be alert to detect errors and inconsistencies and must see that all corrections have been properly made and that words or lines have not been transposed or eliminated by the compositor in making the corrections. (See rule 2.124.)

2.114. A reviser must not remodel the punctuation of the readers or make any important changes. If he thinks that an important change should be made, he must submit the proposed change to the Chief Reviser for decision.

☆2.115. In the body of the work, new pages must be properly indicated on the proof. (For new page information, see under "Makeup," p. 14.)

2.116. All instructions on proofs must be transferred to the revises.

2.117. All queries must be carefully transferred to the revises.

2.118. Each paragraph containing an alteration causing an over-run should be reread.

2.119. Revising must be done with reasonable dispatch, but accuracy must not be sacrificed to speed.

2.120. Corrector's slug number must be written on revise proof.



### Page and stone revising

2.121. Page and stone revising require great diligence and care. Not only must the reviser see that the rules governing the work of those who precede him have been followed, but he must be on the alert for a multiplicity of points not coming within their sphere.

2.122. The reviser is responsible for marking off all bleed and off-center pages.

2.123. A blank page must be indicated at the bottom of the preceding page.

2.124. Special care must be exercised in revising linotype matter. It is necessary to read the entire line in which a correction has been made, to see that the line has been inserted in the proper place, and to see that the lines above and below have not been disturbed. If it appears that a correction has not been made, the reviser should carefully examine each line on the page to see if the correction was inserted in the wrong place or if lines have been transposed.

2.125. The following rules must be carefully observed:

a. See that proof is clean and clear; send for another if necessary.  
b. Before beginning page revising, see that galley proofs run consecutively and that in continuous makeup the matter on the galleys connects.

c. See that page folios are consecutive, that running heads are correct and uniform, and that the proper signature mark is correctly placed. If an error is found in running heads or in signature marks, notify the Chief Reviser immediately, so that the correction may be made in other forms or pages of the same job.

d. Revise carefully, observe connection between pages, take care that continued and repeated lines are free from errors, and carry all unanswered queries if the proof is to be sent to the author; if not, see that all queries are answered.

e. If a revise is not properly corrected or is not reasonably free from errors, call for another corrected proof, stating number of copies wanted, and destroy all duplicates.

f. Watch for slips, dropouts, doublets, and transpositions.

g. Read all running heads and boxheads in continued tables; see that all leading lines are carried at the top where subordinate matter runs over, that dollar marks and italic captions of columns are uniform and properly placed, that bearoffs in figure columns are uniform, that the matter is as compact as circumstances will permit, and that footnotes fall on the page containing the corresponding references and are properly arranged.

h. Preserve complete files of all proofs returned to the desk.

i. On the first page of a signature of a stone revise carry any special directions that may be necessary, and on open or session jackets carry the number of copies to be printed.

j. When page proofs are to be sent out on partly completed jobs, fill out reviser's memorandum, noting the last galley, the last page, the signature mark, the page on which the last signature mark occurred, and the folio lines. Attach the memorandum to the markoff galley and return to the Chief Reviser.

k. Make sure that different sets of proofs of the same job are correctly marked in series ("R," "2R," "3R," etc.); where a sheet is stamped "Another proof," carry the same designating "R" on the corresponding clean proof. Advance the "R," "2R," "3R," etc., on

each set of page proofs returned from the originating office; if a dummy folio has been used and later a true folio is finally given, revert to single "R." When the "R" is not to be advanced, use an "x," as "2R^x."

l. If two or more jobs are imposed in one form, separate the parts to verify the imposition. Until familiar with the fold, exercise care in cutting the sheet.

m. See that rules do not lap, that work is not jammed in the lockup, that damaged letters and slips are indicated, and that the matter is ready in all respects to pass rigid inspection.

n. Legend lines of full-page cuts that run the broad way should be printed so as to read up—that is, the even-page legend should be on the binding or inside margin and the odd-page legend on the outside margin.

o. If a footnote is eliminated, do not renumber the footnotes; just omit that number.

2.126. If the footnotes in an entire job have been made uniform, even though not according to style, do not change them.

2.127. If a footnote is added in proof, use the preceding number with a superior letter added, as ^{15a}.

2.128. Where a table with footnotes falls at the bottom of a page containing footnotes to text, print the table footnotes above the text footnotes, separated by a rule 50 points long, flush at the left, with 2 leads on each side of the rule. (See also rule 13.118.)

2.129. In revising galleys into pages, revisers must enter on the markoff slip the number of the last footnote and see that instructions to the maker-up are followed.

### Press revising

2.130. Press revising calls for the exercise of utmost care. The press reviser must be thoroughly familiar with the style and makeup of Government publications. He is required to OK all forms that go to press—bookwork, covers, jobwork, etc. He must see that all queries are answered. He must necessarily have a knowledge of the bindery operations required to complete a book or job, and be familiar with all types of imposition, folds, etc. He must be capable of ascertaining the proper head, back, and side margins for all work, to insure proper trimming of the completed job to the required size.

2.131. Although speed is essential when forms reach the pressroom, accuracy must not be sacrificed.

### SIGNATURE MARKS, ETC.

2.132. Unless otherwise indicated, signature marks are set 6-point lowercase and indented 3 ems.

2.133. Figures indicating the year should follow the jacket number in signature marks:

125-327-72—4      116-529-72-pt. 5—3      116-529-72-vol. 1—3      92-694^a-72—2  
92-694 O-72—2      92-694 O F-72—2      92-694 F-72—2      92-694^a-72—2      92-694^r-72—2

2.134. When allmark (○) and signature or imprint and signature appear on same page, the signature line is placed below the allmark but above the imprint.

2.135. The allmark is placed below the page, bulletin, or circular number but above the signature line, if both appear on the same page.

2.136. Imprints and signature lines appearing on short pages of text are placed at the bottom of the page.

**2.137.** All plated jobs take a degree mark (°) immediately after the jacket number in the signature line.

**2.138.** All offset jobs take a capital O immediately after the jacket number in the signature line. Offset-Fotosetter jobs are indicated by OF; Fotosetter by F.

**2.139.** When matrix is to be made of job, a superior *m* (^m) is placed immediately after jacket number in the signature line.

**2.140.** All jobs having vinylite molds before printing from type take a superior *v* (^v) immediately after the jacket number.

**2.141.** On a job reprinted on account of change, a black star (★) precedes the jacket number in the signature line and precedes the date on the title page:

★ 17-234-72—2

★ 12-15-72

**2.142.** The following forms are used for signature marks in House and Senate documents and reports printed on session jackets:

H. Doc. 73, 92-1—2  
S. Doc. 57, 92-2, pt. 1—2  
H. Rept. 120, 92-2—8

S. Doc. 57, 92-1—2  
S. Doc. 57, 92-2, vol. 1—2  
S. Rept. 100, 92-2—9

**2.143.** In a document or report printed on other than a session jacket, use the jacket number, year, and signature number only, omitting the document or report number.

**2.144.** For pasters, the jacket number, the year, and the page to be faced by the paster are used as follows (note punctuation):

12-344-72 (Face p. 10)

**2.145.** On a paster facing an even page, the marks go at the lower right-hand side; on a paster facing an odd page, at the lower left side.

**2.146.** If more than one paster faces the same page, each is numbered as follows:

12-344-72 (Face p. 19) No. 1  
12-344-72 (Face p. 19) No. 2

**2.147.** When a paster follows the text, the allmark is placed on the last page of the text and never on the paster.

## REPRINTS, IMPRINTS, AND PRICE NOTICES

### Reprints

**2.148.** To aid bibliographic identification of reprints or revisions, the dates of the original edition and of reprint or revision should be supplied by the author on the title page or in some other suitable place. Thus:

First edition July 1960  
Reprinted July 1965

First printed June 1960  
Revised June 1965

Original edition May 1955  
Reprinted May 1958  
Revised July 1960

**2.149.** The year in the imprint on cover, title page, or elsewhere is not changed from that in the original print, nor are the signatures changed, unless other mends are necessary.

### Imprints

☆ **2.150.** Unless otherwise stipulated, the Government Printing Office imprint must appear on all printed matter, except certain classified work.

**2.151.** Use full imprint on the title page of a congressional speech.



**2.152.** The imprint and allmark are not used together on any page; if one is used, the other is omitted.

**2.153.** The imprint is not used on a halftitle or (except on congressional hearings) on any page of a cover.

**2.154.** If there is a title page, the imprint is placed on the title page; but if there is no title page, or if the title page is entirely an illustration, the imprint is placed on the last page of the text.

**2.155.** The Government Printing Office crest is used only on Government Printing Office publications. If it is printed on page II, the full imprint is used on the title page; if it is printed on the title page, use the half imprint only, thus—Washington : 1972.

### Price notices

**2.156.** If there is a cover but no title page, the price notice is printed on page 1 of the cover. Unless otherwise indicated, if there is a title page, with or without a cover, the price notice is printed at the bottom of the title page below a cross rule; if there is no cover or title page, the price notice is printed at the end of the text, below the imprint, and the two are separated by a cross rule.

**2.157.** Price notices are not printed on congressional documents. The price notice is not considered an imprint.

### Samples of imprints, price notices, and stock numbers

☆**2.158.** On title page:

U.S. GOVERNMENT PRINTING OFFICE  
WASHINGTON : 1972

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For sale by the Superintendent of Documents, U.S. Government Printing Office  
Washington, D.C. 20402 - Price 00 cents

Stock No. 1234-5678

☆**2.159.** On last page of text:

U.S. GOVERNMENT PRINTING OFFICE: 1972  
(16 points)

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For sale by the Superintendent of Documents, U.S. Government Printing Office  
Washington, D.C. 20402 - Price 00 cents

Stock No. 1234-5678

U.S. GOVERNMENT PRINTING OFFICE: 1972

**2.160.** On last page of text (usually 4 ems from right), open star (☆) indicates outside purchase.

☆ U.S. GOVERNMENT PRINTING OFFICE: 1972—455-995

**2.161.** Outside-purchase jobs which are reprinted by this Office use an em dash in lieu of open star.

— U.S. GOVERNMENT PRINTING OFFICE: 1972—455-995

**2.162.** Jobs which are set on outside purchase, but which are printed by this Office, use an asterisk in lieu of open star.

* U.S. GOVERNMENT PRINTING OFFICE: 1972—455-995

**2.163.** Jobs which are printed offset, take an O after the date.

U.S. GOVERNMENT PRINTING OFFICE: 1972 O—207-379

### FRANKING

**2.164.** The franking (mailing) privilege on covers for Government publications should be at least 1½ inches from the trim.

## NOTES

### 3. CAPITALIZATION

(See also Abbreviations; Guide to Capitalization)

**3.1.** It is impossible to give rules that will cover every conceivable problem in capitalization; but by considering the purpose to be served and the underlying principles, it is possible to attain a considerable degree of uniformity. The list of approved forms given on pages 33 to 60 will serve as a guide. Manifestly such a list cannot be complete. The correct usage with respect to any term not included can be determined by analogy or by application of the rules.

#### Proper names

**3.2.** Proper names are capitalized.

Rome  
Brussels

John Macadam  
Macadam family

Italy  
Anglo-Saxon

#### Derivatives of proper names

**3.3.** Derivatives of proper names used with a proper meaning are capitalized.

Roman (of Rome)

Johannean

Italian

**3.4.** Derivatives of proper names used with acquired independent common meaning, or no longer identified with such names, are lower-cased. Since this depends upon general and long-continued usage, a more definite and all-inclusive rule cannot be formulated in advance. A list of derivatives is given on pages 41-42.

roman (type)  
brussels sprouts  
venetian blinds

macadam (crushed rock)  
watt (electric unit)  
plaster of paris

italicize  
anglicize  
pasteurize

#### Common nouns and adjectives in proper names

**3.5.** A common noun or adjective forming an essential part of a proper name is capitalized; the common noun used alone as a substitute for the name of a place or thing is not capitalized.

Massachusetts Avenue; the avenue  
Washington Monument; the monument  
Statue of Liberty; the statue  
Hoover Dam; the dam  
Boston Light; the light  
Modoc National Forest; the national forest  
Panama Canal; the canal  
Soldiers' Home of Ohio; the soldiers' home  
Johnson House (hotel); Johnson house (residence)

Crow Reservation; the reservation  
Federal Express; the express  
Cape of Good Hope; the cape  
Jersey City; *also* Washington City; *but* city of Washington; the city  
Cook County; the county  
Great Lakes; the lakes  
Lake of the Woods; the lake  
North Platte River; the river  
Lower California; *but* lower Mississippi  
Charles the First; Charles I  
Seventeenth Census; the 1960 census

**3.6.** If a common noun or adjective forming an essential part of a name becomes removed from the rest of the name by an intervening common noun or adjective, the entire expression is no longer a proper noun and is therefore not capitalized.

Union Station: union passenger station  
Eastern States: eastern farming States  
Western States: western farming States



**3.7.** A common noun used alone as a well-known short form of a specific proper name is capitalized.

the Capitol (at Washington); *but* State capitol  
 the Channel (English Channel)  
 the District (District of Columbia)  
 the Soldiers' Home (District of Columbia only)

**3.8.** The plural form of a common noun capitalized as part of a proper name is also capitalized.

Seventh and I Streets  
 Lakes Erie and Ontario  
 Potomac and James Rivers

State and Treasury Departments  
 British and French Governments  
 Presidents Washington and Adams

**3.9.** A common noun used with a date, number, or letter, merely to denote time or sequence, or for the purpose of reference, record, or temporary convenience, does not form a proper name and is therefore not capitalized. (See also rule 3.39.)

abstract B	collection 6	group 7	section 3
act of 1928	column 2	mile 7.5	signature 4
amendment 5	drawing 6	page 2	station 27
appendix C	exhibit D	paragraph 4	table 4
article 1	figure 7	part I	title IV
book II	first district (not	plate IV	treaty of 1919
chapter III	congressional)	region 3	volume X
chart B	form 4	rule 8	war of 1914
class I	graph 8	schedule K	ward 2

**3.10.** The following terms are lowercased, even with a name or number. (For capitalized forms, see geographic terms, p. 46.)

aqueduct	dike	shipway
breakwater	dock	slip
buoy	drydock	spillway
chute	irrigation project	tunnel (see
dam (lowercase with num-	jetty	also Tun-
ber or in conjunction	levee	nel, p. 58)
with lock; capitalize with	lock	watershed
name, <i>but</i> Boulder Dam	pier	weir
site; Boulder Dam and	reclamation project	wharf
site)	ship canal	

## Definite article in proper names

**3.11.** To achieve greater distinction or to adhere to the authorized form, the word *the* (or its equivalent in a foreign language) used as a part of an official name or title is capitalized. When such name or title is used adjectively, *the* is not capitalized, nor is it supplied at any time when not in copy.

*British Consul v. The Mermaid* (title of legal case)

The Dalles (Oreg.); The Weirs (N.H.); *but* the Dalles region; the Weirs streets

The Hague; *but* the Hague Court; the Second Hague Conference

El Salvador; Las Cruces; L'Esterel

The Adjutant General (only when so in copy)

**3.12.** In common practice, rule 3.11 is disregarded in references to newspapers, periodicals, vessels, airships, trains, firm names, etc.

the Times  
 the Atlantic Monthly  
 the Washington Star

the *Mermaid*  
 the *Los Angeles*  
 the *U-3*

the Federal Express  
 the National Photo Co.  
 the Netherlands

### Particles in names of persons

**3.13.** In foreign names such particles as *d'*, *da*, *della*, *du*, *van*, and *von* are capitalized unless preceded by a forename or title. Individual usage, if ascertainable, should be followed.

Da Ponte; Cardinal da Ponte  
Du Pont; E. I. du Pont de Nemours & Co.  
Van Rensselaer; Stephen van Rensselaer  
Von Braun; Wernher von Braun  
*but* d'Orbigny; Alcide d'Orbigny;  
DeKalb County, Tenn.

**3.14.** In anglicized names such particles are usually capitalized, even if preceded by a forename or title, but individual usage, if ascertainable, should be followed.

Justice Van Devanter; Reginald De Koven  
Thomas De Quincey; William De Morgan  
Henry van Dyke (his usage)  
Samuel F. Du Pont (his usage); Irénée du Pont  
(for firm names, see pp. 44-45)

**3.15.** If copy is not clear as to the form of such a name (for example, *La Forge* or *Laforge*), the two-word form should be used.

**3.16.** In names set in capitals, *de*, *von*, etc., are also capitalized.

### Names of organized bodies

**3.17.** The full names of existing or proposed organized bodies and their shortened names are capitalized; other substitutes, which are most often regarded as common nouns, are capitalized only in certain specified instances to indicate preeminence or distinction. (See list on pp. 33-60.)

#### National governmental units:

U.S. Congress: 89th Congress; Congress; the Senate; the House; Committee of the Whole, the Committee; *but* committee (all other congressional committees)

Department of Agriculture: the Department; Division of Publications, the Division; *similarly* all departmental units; *but* legislative, executive, and judicial departments

Bureau of the Census: the Census Bureau, the Bureau

Geological Survey: the Survey

Interstate Commerce Commission: the Commission

Government Printing Office: the Office

Board of Commissioners of the District of Columbia: the Board of Commissioners; the Board

American Embassy, British Embassy: the Embassy; *but* the consulate; the consulate general

Treasury of the United States: General Treasury; National Treasury; Public Treasury; the Treasury; Treasury notes; New York Subtreasury, the subtreasury

#### Department of Defense:

Military Establishment; Armed Forces; *but* armed services

U.S. Army: the Army; the Infantry; 81st Regiment; Army Establishment; the Army Band; Army officer; Regular Army officer; Reserve officer; Volunteer officer; *but* army shoe; Grant's army; Robinson's brigade; the brigade; the corps; the regiment; infantryman

U.S. Navy: the Navy; the Marine Corps; Navy (Naval) Establishment; Navy officer; *but* naval shipyard; naval officer; naval station

French Ministry of Foreign Affairs; the Ministry; French Army; British Navy

**International organizations:**

United Nations: the Council; the Assembly; the Secretariat  
 Permanent Court of Arbitration: the Court; the Tribunal (only in the proceedings of a specific arbitration tribunal)  
 Hague Peace Conference of 1907: the Hague Conference; the Peace Conference; the Conference

**Common-noun substitutes:**

Virginia Assembly: the assembly; the senate; the house of delegates  
 California State Highway Commission: Highway Commission of California; the highway commission; the commission  
 Montgomery County Board of Health: the Board of Health, Montgomery County; the board of health; the board  
 Common Council of the City of Pittsburgh: the common council; the council  
 Buffalo Consumers' League: the consumers' league; the league  
 Republican Party: the party  
 Pennsylvania Railroad Co.: the Pennsylvania Railroad; Pennsylvania Co.; Pennsylvania Road; the railroad company; the company  
 Riggs National Bank: the Riggs Bank; the bank  
 Metropolitan Club: the club  
 Yale School of Law: Yale University School of Law; School of Law, Yale University; school of law

**3.18.** The names of members and adherents of organized bodies are capitalized to distinguish them from the same words used merely in a descriptive sense.

a Representative (U.S. Congress)	a Socialist
a Republican	an Odd Fellow
an Elk	a Communist
a Liberal	a Boy Scout
a Shriner	a Knight (K.C., K.P., etc.)

**Names of countries, domains, and administrative divisions**

**3.19.** The official designations of countries, national domains, and their principal administrative divisions are capitalized only if used as part of proper names, as proper names, or as proper adjectives. (See table on p. 254.)

United States: the Republic; the Nation; the Union; the Government; *also* Federal, Federal Government; *but* republic (when not referring specifically to one such entity); republican (in general sense); a nation devoted to peace  
 New York State: the State, a State (a definite political subdivision of first rank); State of Veracruz; Balkan States; six States of Australia; State rights; *but* state (referring to a Federal Government, the body politic); foreign states; church and state; statehood; state's evidence  
 Territory (Canada): Yukon, Northwest Territories; the Territory(ies), Territorial; *but* territory of American Samoa, Guam, Virgin Islands  
 Ethiopian Empire: the Empire; *but* empire (in general sense)  
 Dominion of Canada: the Dominion; *but* dominion (in general sense)  
 Ontario Province, Province of Ontario: the Province, Provincial; *but* province, provincial (in general sense)  
 Crown Colony of Hong Kong, Cyprus: the colony, crown colony

**3.20.** The similar designations *commonwealth*, *confederation* (*federal*), *government*, *nation* (*national*), *powers*, *union*, etc., are capitalized only if used as part of proper names, as proper names, or as proper adjectives.

British Commonwealth, Commonwealth of Massachusetts: the Commonwealth; *but* commonwealth (in general sense)  
 Swiss Confederation: the Confederation; the Federal Council; the Federal Government; *but* confederation, federal (in general sense)  
 French Government: the Government; French and Italian Governments; Soviet Government; the Governments; *but* government (in general sense); the Churchill government; European governments



Cherokee Nation: the nation; *but* Greek nation; American nations  
 National Government (of any specific nation); *but* national customs  
 Allied Powers, Allies; *but* our allies, weaker allies (in World Wars I and  
 II); Central Powers (in World War I); *but* the powers; European powers  
 Union of South Africa: the Union; *but* union (in general sense)

### Names of regions, localities, and geographic features

**3.21.** A descriptive term used to denote a definite region, locality, or geographic feature is a proper name and is therefore capitalized; also for temporary distinction a coined name of a region is capitalized.

the North Atlantic States; the Gulf States; the Central States; the Pacific Coast States; the Lake States; East North Central States; Eastern North Central States; Far Western States; Eastern United States  
 the West; the Midwest; the Middle West; Far West  
 the Eastern Shore (Chesapeake Bay)  
 the Badlands (S. Dak. and Nebr.)  
 the Continental Divide (Rocky Mountains)  
 Deep South; Midsouth  
 the Occident; the Orient  
 the Far East; Far Eastern; the East

Middle East, Middle Eastern, Mideast, Mideastern (Asia)  
 Near East (Balkans, etc.)  
 the Promised Land  
 the Continent (continental Europe)  
 the Western Hemisphere  
 the North Pole; the North and South Poles  
 the Temperate Zone; the Torrid Zone  
 the East Side, Lower East Side (sections of a city)  
 the Driftless Area (Mississippi Valley)  
 Western Germany; Western Europe (political entities)

**3.22.** A descriptive term used to denote mere direction or position is not a proper name and is therefore not capitalized.

north; south; east; west  
 northerly; northern; northward  
 eastern; oriental; occidental  
 east Pennsylvania; southern California  
 west Florida; *but* West Florida (1763–1819)  
 eastern region; western region

north-central region  
 east coast; eastern seaboard  
 central Europe; south Germany; southern France  
*but* East Germany; West Germany (political entities)

### Names of calendar divisions

**3.23.** The names of divisions are capitalized.

January; February; March; etc.  
 Monday; Tuesday; Wednesday; etc.  
*but* spring; summer; autumn (fall); winter

### Names of historic events, etc.

**3.24.** The names of holidays, ecclesiastic feast and fast days, and historic events are capitalized.

Battle of Bunker Hill  
 Battle of the Giants  
 Christian Era; Middle Ages; *but* 20th century  
 Feast of the Passover; the Passover  
 Fourth of July; the Fourth

Reformation  
 Renaissance  
 Veterans Day  
 War of 1812; World War II; *but* war of 1914; Korean war

### Trade names

**3.25.** Trade names, variety names, and names of market grades and brands are capitalized. Common nouns following such names are not capitalized. (See market grades, p. 49; trade names, pp. 57–58, 314.)

Foamite (trade name)  
 Plexiglas (trade name)  
 Snow Crop (trade name)

Choice lamb (market grade)  
 Yellow Stained cotton (market grade)  
 Red Radiance rose (variety)

## Scientific names

**3.26.** The name of a phylum, class, order, family, or genus is capitalized; the name of a species is not capitalized, even though derived from a proper name.

Arthropoda (phylum), Crustacea (class), Hypoparia (order), Agnostidae (family), *Agnostus* (genus)

*Agnostus canadensis*; *Aconitum wilsoni*; *Epigaea repens* (genus and species)

**3.27.** In scientific descriptions coined terms derived from proper names are not capitalized.

aviculoid

menodontine

**3.28.** A plural formed by adding *s* to a Latin generic name is capitalized.

Rhynchonellas

Spirifers

**3.29.** In soil science the 24 soil classifications are capitalized. (For complete list, see p. 55.)

Alpine Meadow

Bog

Brown

☆**3.30.** Capitalize Sun, Moon, and Earth as well as the planets Mercury, Venus, Mars, Jupiter, Saturn, Uranus, Neptune, and Pluto.

**3.31.** For lists of geologic and physiographic terms, see page 251.

## Fanciful appellations

**3.32.** A fanciful appellation used with or for a proper name is capitalized.

the Big Four

the Dust Bowl

the Great Society

the Hub

the Keystone State

the New Deal

the New Frontier

the Pretender

the Great Depression

## Personification

**3.33.** A vivid personification is capitalized.

The Chair recognized the gentleman from New York.

For Nature wields her scepter mercilessly.

All are architects of Fate,

Working in these walls of Time.

## Religious terms

**3.34.** All words denoting the Deity except *who*, *whose*, and *whom*; all names for the Bible and other sacred writings; and all names of confessions of faith and of religious bodies and their adherents and words specifically denoting Satan are capitalized.

Heavenly Father; the Almighty; Thee; Thou; He; Him; *but* himself; [God's] fatherhood

Mass; red Mass; Communion

Divine Father; *but* divine providence; divine guidance; divine service

Son of Man; Jesus' sonship; the Messiah; *but* a messiah; messiahship; messianic; messianize; christology; christological

Bible, Holy Scriptures, Scriptures; Koran; *also* Biblical; Scriptural; Koranic Gospel (memoir of Christ); *but* gospel truth

Apostles' Creed; Augsburg Confession; Thirty-nine Articles

Episcopal Church; an Episcopalian; Catholicism; a Protestant

Christian; *also* Christendom; Christianity; Christianize

Black Friars; Brother(s); King's Daughters; Daughter(s); Ursuline Sisters; Sister(s)

Satan; His Satanic Majesty; Father of Lies; the Devil; *but* a devil; the devils; devil's advocate

**Titles of persons**

☆3.35. Any title immediately preceding a name is capitalized.

President Nixon	Chairman Smith	<i>but</i> Vice-Presidential can-
King George	Nurse Cavell	didate White
Ambassador Gibson	Professor Leverett	baseball player Robinson
Lieutenant Fowler	Examiner Jones	maintenance man Jones

3.36. To indicate preeminence or distinction in certain specified instances, a common-noun title immediately following the name of a person or used alone as a substitute for it is capitalized.

**Title of a head or assistant head of state:**

Richard M. Nixon, President of the United States: the President; the President-elect; the Executive; the Chief Magistrate; the Commander in Chief; ex-President Johnson: former President Truman; *similarly* the Vice President; the Vice-President-elect; ex-Vice-President Nixon  
Marvin Mandel, Governor of Maryland: the Governor of Maryland; the Governor; *similarly* the Lieutenant Governor; *but* secretary of state of Idaho; attorney general of Maine

**Title of a head or assistant head of an existing or proposed National or District governmental unit:**

William P. Rogers, Secretary of State: the Secretary; *similarly* the Acting Secretary; the Under Secretary; the Assistant Secretary; the Director; the Chief or Assistant Chief; the Chief Clerk; etc.; *but* Secretaries of the military departments; secretaryship

**Titles of the military:**

General of the Army(ies): United States only; Supreme Allied Commander; Adm. Thomas H. Moorer, Chairman, Joint Chiefs of Staff; Joint Chiefs of Staff; Chief of Staff, U.S. Air Force; the Chief of Staff; *but* the general (military title standing alone not capitalized)

**Titles of members of diplomatic corps:**

Walter S. Gifford, Ambassador Extraordinary and Plenipotentiary: the American Ambassador; the British Ambassador; the Ambassador; the Senior Ambassador; His Excellency; *similarly* the Envoy Extraordinary and Minister Plenipotentiary; the Envoy; the Minister; the Chargé d'Affaires; the Chargé; Ambassador at Large; Minister Without Portfolio; *but* the consul general; the consul; the attaché; etc.

**Title of a ruler or prince:**

Elizabeth II, Queen of England: the Queen; the Crown; Her Most Gracious Majesty; Her Majesty; *similarly* the Emperor; the Sultan; etc.

Charles, Prince of Wales: the Prince; His Royal Highness

**Titles not capitalized:**

Charles F. Hughes, rear admiral, U.S. Navy: the rear admiral  
Lloyd H. Elliott, president of George Washington University: the president  
C. H. Eckles, professor of dairy husbandry: the professor  
Murl Moss, chairman of the committee: the chairman

3.37. In formal lists of delegates and representatives of governments, all titles and descriptive designations immediately following the names should be capitalized if any one is capitalized.

3.38. A title in the second person is capitalized.

Your Excellency	Mr. Chairman	Not salutation:
Your Highness	Mr. Secretary	my dear General
Your Honor		my dear sir

**Titles of publications, papers, documents, acts, laws, etc.**

3.39. In the full or short English titles of periodicals, series of publications, annual reports, historic documents, and works of art, the first word and all important words are capitalized.

Statutes at Large; Revised Statutes; District Code; Bancroft's History; Journal (House or Senate) (short titles); *but* the code; the statutes  
Atlantic Charter; Balfour Declaration; *but* British white paper



American Journal of Science  
 Philadelphia Inquirer  
 Chicago's American; *but* Chicago American Publishing Co.  
 Reader's Digest; *but* New York Times Magazine; Newsweek magazine  
 Monograph 55; Research Paper 123; Bulletin 420; Circular A; Article 15:  
 Uniform Code of Military Justice; Senate Document 70; House Reso-  
 lution 45; Presidential Proclamation No. 24; Executive Order No. 24;  
 Royal Decree No. 24; Public Law 89-1; Private and Union Calendars;  
 Calendar No. 80; Calendar Wednesday; Committee Print No. 32,  
 committee print; *but* Senate bill 416; House bill 61  
 Annual Report of the Public Printer, 1966; *but* seventh annual report,  
 19th annual report (see rule 12.10)  
 Declaration of Independence; the Declaration  
 Constitution (United States or with name of country); constitutional;  
*but* New York State constitution; first amendment, 12th amendment  
 (see rule 12.10)  
 Kellogg Pact; North Atlantic Pact; Atlantic Pact; Treaty of Versailles;  
 Jay Treaty; *but* treaty of peace, the treaty (descriptive designations);  
 treaty of 1919  
*United States v. Four Hundred Twenty-two Casks of Wine* (legal case) (see  
 also rule 17.12)  
 The Blue Boy (painting)

**3.40.** All principal words are capitalized in titles of addresses, articles, books, captions, chapter and part headings, editorials, essays, headings, headlines, motion pictures and plays (including TV and radio programs), papers, short poems, reports, songs, subheadings, subjects, and themes. The foregoing are also quoted. (See rule 8.134, for examples of capitalization and use of quotation marks.)

**3.41.** In the short or popular titles of acts (Federal, State, or foreign) the first word and all important words are capitalized.

Revenue Act; Walsh-Healey Act; Panama Canal Act; Classification Act;  
*but* the act; Harrison narcotic law; Harrison narcotic bill; interstate  
 commerce law

**3.42.** The capitalization of the titles of books, etc., written in a foreign language is to conform to national practice in that language. For further details and examples, see section on foreign languages.

**3.43.** In lists, including bibliographies and synonymies, and in foot-note citations, capitalization will conform to the rules of this chapter, unless the work requires its own established style.

### First words

**3.44.** The first word of a sentence, of an independent clause or phrase, of a direct quotation, of a formally introduced series of items or phrases following a comma or colon, or of a line of poetry, is capitalized.

The question is, Shall the bill pass?

He asked, "And where are you going?"

The vote was as follows: In the affirmative, 23; in the negative, 11; not voting, 3.

Lives of great men all remind us  
 We can make our lives sublime.

**3.45.** The first word of a fragmentary quotation is not capitalized.

He objected "to the phraseology, not to the ideas."

**3.46.** The first word following a colon, an exclamation point, or an interrogation point is not capitalized if the matter following is merely a supplementary remark making the meaning clearer.

Revolutions are not made: they come.

Intelligence is not replaced by mechanism: even the televox must be guided by its master's voice.

But two months dead! nay, not so much; not two.

What is this?

Your knees to me? to your corrected son?

**3.47.** The first word following *Whereas* in resolutions, contracts, etc., is not capitalized; the first word following an enacting or resolving clause is capitalized.

Whereas the Constitution provides * * *; and

Whereas Congress has passed a law * * *;

Whereas, moreover, * * *: Therefore be it

Whereas the Senate provided for the * * *: Now, therefore, be it

Resolved, That * * *; and be it further

Resolved (jointly), That * * *

Resolved by the House of Representatives (the Senate concurring),

That * * *. (Concurrent resolution, Federal Government.)

Resolved by the Senate of Oklahoma (the House of Representatives concurring therein), That * * *. (Concurrent resolution, using name of State.)

Resolved by the senate (the house of representatives concurring therein),

That * * *. (Concurrent resolution, not using name of State.)

Resolved by the Assembly and Senate of the State of California (jointly),

That * * *. (Joint resolution, using name of State.)

Resolved by the Washington Board of Trade, That * * *

Provided, That * * *

Provided further, That * * *

Provided, however, That * * *

And provided further, That * * *

Ordered, That * * *

Be it enacted, That * * *

### Center and side heads

**3.48.** Unless otherwise marked, (1) centerheads are set in capitals, and (2) sideheads are set in lowercase and only the first word and proper names are capitalized. In centerheads making two lines, word-breaks should be avoided. The first line should be centered and set as full as possible, but it is not to be set to fill the measure by unduly wide spacing.

**3.49.** Except as indicated elsewhere, everything in a cap heading is set in caps; in a cap and small-cap heading, in caps and small caps; and in a small-cap heading, in small caps, including, if available, parentheses, brackets, and figures. En quads are used between words.

**3.50.** In heads set in caps, a small-cap *c* or *ac*, if available, is used in such names as *McLean* or *MacLeod*; otherwise a lowercase *c* or *ac* is used. In heads set in small caps, an apostrophe is used instead of the *c*, but a space is used after the *ac*.

**3.51.** In such names as *LeRoy*, *DeHostis*, *LaFollette*, etc. (one-word forms only), set in caps, the second letter of the particle is made a small cap, if available; otherwise lowercase is used. In heads set in small caps, a space is used.

**3.52.** In matter set in caps and small caps or caps and lowercase, capitalize all principal words, including parts of compounds which would be capitalized standing alone. The articles *a*, *an*, and *the*; the prepositions *at*, *by*, *for*, *in*, *of*, *on*, *to*, and *up*; the conjunctions *and*, *as*, *but*, *if*, *or*, and *nor*; and the second element of a compound numeral are not capitalized. (See also rule 8.134.)

Airplanes Versus Battleships  
World in All-Out War

Man Hit With 2-Inch Pipe  
 No-Par-Value Stock for Sale  
 Price-Cutting War  
 Yankees May Be Winners  
 Ex-Senator Is To Be Admitted  
 Notice of Filing and Order on Exemption From Requirements  
*but* Building on Twenty-first Street (if spelled)  
 One Hundred and Twenty-three Years (if spelled)  
 Only One-tenth of Shipping Was Idle  
 Many 35-Millimeter Films in Production  
 Built-Up Stockpiles Are Necessary (*Up* is adverb here)

**3.53.** *Continued* heads will be set according to rules 13.52–13.54.

**3.54.** If a normally lowercased short word is used in juxtaposition with a capitalized word of like significance in the sentence, it should also be capitalized.

Buildings In and Near Minneapolis

**3.55.** In a heading set in caps and lowercase or in caps and small caps, a normally lowercased last word, if it is the only lowercased word in the heading, should also be capitalized.

All Returns Are In

**3.56.** The first element of an infinitive is capitalized.

Controls To Be Applied      *but* Aid Sent to Disaster Area

**3.57.** In matter set in caps and small caps, the abbreviations *etc.* and *et al.* are set in small caps; in matter set in caps and lowercase, these abbreviations are set in lowercase.

PLANES, GUNS, SHIPS, ETC.  
 JAMES BROS. ET AL.

Planes, Guns, Ships, etc.  
 James Bros. et al.

**3.58.** As accents in cap lines have a tendency to break off in proofing, presswork, etc., they may be omitted, even if the same words carry accents in text.

**3.59.** Paragraph series letters in parentheses appearing in heads set in caps, caps and small caps, small caps, or in caps and lowercase are to be set as in copy.

### Addresses, salutations, and signatures

**3.60.** The first word and all principal words in addresses, salutations, and signatures are capitalized. (See "Datelines, Addresses, and Signatures," p. 231.)

### Interjections

**3.61.** The interjection *O* is always capitalized; within a sentence other interjections are not capitalized.

Sail on, O Ship of State!  
 For lo! the days are hastening on.  
 But, oh, how fortunate!

### Historic or documentary accuracy

**3.62.** Where historic or documentary accuracy is required, capitalization and other features of style of the original text should be followed.



## 4. GUIDE TO CAPITALIZATION

(Based on the preceding rules for capitalization)

A-bomb  
abstract B, 1, etc.  
Academy:  
Air Force; the Academy  
Andover; the academy  
Merchant Marine; the Academy  
Military; the Academy  
National Academy of Sciences; the Academy of Sciences; the Academy  
Naval; the Academy  
*but* service academies  
Act (Federal, State, or foreign), short or popular title or with number; the act:  
Appropriation  
Classification  
Economy  
Flood Control  
Lend-Lease Act; *but* lend-lease materials, etc.  
National Teacher Corps  
Organic Act of Virgin Islands  
Panama Canal  
Pay  
Public Act 145 (see also Public Act)  
Revenue  
River and Harbor  
Selective Training and Service  
Stock Piling  
Tariff  
Trademark  
Walsh-Healey Act; *but* Walsh-Healey law (or bill)  
Acting, if part of capitalized title  
ACTION (independent Federal agency)¹  
Adjutant General, the (see The)  
Administration, with name; capitalized standing alone if referring to Federal unit:  
Farmers Home  
Food and Drug  
Maritime  
Veterans' (follow apostrophe)  
*but* Roosevelt administration: administration bill, policy, etc.  
Administrator of Veterans' Affairs; the Administrator  
Admiralty, British, etc.  
Admiralty, Lord of the  
Adviser, Legal (Department of State)  
Africa:  
east  
East Coast

Africa—Continued  
north  
South  
South-West  
West Coast  
Agency, if part of name; capitalized standing alone if referring to Federal or District of Columbia unit:  
Chippewa (Indian); the agency  
Federal Security; the Agency  
Ages:  
Age of Discovery  
Dark Ages  
Elizabethan Age  
Golden Age (of Pericles only)  
Middle Ages  
*but* atomic age; Cambrian age; copper age; ice age; missile age; rocket age; space age; stone age; etc.  
Agreement, with name; the agreement:  
General Agreement on Tariffs and Trade (GATT); the general agreement  
International Wheat Agreement; the wheat agreement; the coffee agreement  
Status of Forces; *but* status-of-forces agreements  
*but* the Geneva agreement; the Potsdam agreement  
Air Force:  
Air Explorers  
Air National Guard (see National)  
Base (see Base; Station)  
Civil Air Patrol; Civil Patrol; the patrol  
Command (see Command)  
Reserve  
Reserve Officers' Training Corps  
WAF (see Women in the Air Force)  
Airport: La Guardia; National; the airport  
Alaska Native (collective term for Aleuts, Eskimos, and Indians of Alaska): the Native  
Alien Property, Office of (see Office)  
Alliance, Farmers', etc.; the alliance  
Alliance for Progress; the Alliance  
Alliance for Progress program  
alliances and coalitions (see also powers):  
Allied Powers; the powers (World Wars)  
Axis, the; Axis Powers; the powers

¹ Not an acronym. Capitalization represents agency's preference.

## alliances and coalitions—continued

Benelux (Belgium, Netherlands, Luxembourg)  
 Big Four (European); of the Pacific  
 Big Three  
 Central Powers; the powers (World War I)  
 European Economic Community (see also Common Market)  
 Fritalux (France, Italy, Benelux countries)  
 North Atlantic Treaty Organization (see Organization)  
 Western Powers  
 Western Union (powers); the union  
 Allied (World Wars):  
   armies  
   Governments  
   Nations  
   peoples  
   Powers; the powers; *but* European powers  
   Supreme Allied Commander  
 Allies, the (World Wars); also members of Western bloc (political entity); *but* our allies; weaker allies, etc.  
 Ambassador:  
   British, etc.; the Ambassador; the Senior Ambassador; His Excellency  
   Extraordinary and Plenipotentiary; the Ambassador; Ambassador at Large; an ambassador  
 amendment:  
   Social Security Amendments of 1954; 1954 amendments; the social security amendments; the amendments  
   Tobey amendment  
   to the Constitution (U.S.); first amendment, 14th amendment, etc. (see rule 12.10)  
 American:  
   Federation of Labor and Congress of Industrial Organizations (AFL-CIO); the federation  
   Gold Star Mothers, Inc.; Gold Star Mothers; a Mother  
   Legion (see Legion)  
   National Red Cross; the Red Cross  
   Veterans of World War II (AMVETS)  
   War Mothers; War Mothers; a Mother  
 Amtrak (National Railroad Passenger Corporation)  
 Ancient Free and Accepted Masons; a Mason; a Freemason  
 Annex, if part of name of building; the annex  
 Antarctic Ocean (see Arctic; Ocean)  
 anti-New Deal  
 appendix 1, A, II, etc.; the appendix; *but* Appendix II, when part of title:  
   Appendix II:² Education Directory

## appropriation bill (see also bill):

deficiency  
 Department of Agriculture  
 for any governmental unit  
 independent offices  
 Arab States  
 Arboretum, National; the arboretum  
 Arabic numerals  
 Archipelago, Philippine, etc.; the archipelago  
 Architect of the Capitol; the Architect  
 Archives, the, etc. (see The)  
 Archivist of the United States; the Archivist  
 Arctic:  
   Circle  
   Current (see Current)  
   Ocean  
   zone  
   *but* *arctic*  
 arctic (descriptive adjective):  
   clothing  
   conditions  
   fox  
   grass  
   night  
   seas  
 Arctics, the  
 Area, if part of name; the area:  
   Cape Hatteras Recreational  
   White Pass Recreation; etc.  
   *but* area 2; free trade area; Metropolitan Washington area; bay area  
 Arlington:  
   Memorial Amphitheater; the Memorial Amphitheater; the amphitheater  
   Memorial Bridge (see Bridge)  
   National Cemetery (see Cemetery)  
 Arm, Cavalry, Infantry, etc. (military); the arm  
 Armed Forces (synonym for overall Military Establishment); British  
 Armed Forces; the armed forces  
 armed services  
 armistice  
 Armory, Springfield, etc.; the armory  
 Army, American or foreign, if part of name; capitalized standing alone only if referring to U.S. Army:  
   Active  
   Adjutant General, the (see The)  
   Band (see Band)  
   branches: Gordon Highlanders; Royal Guards; etc.  
   Brigade, 1st, etc.; the brigade; Robinson's brigade  
   Command (see Command)  
   Command and General Staff College (see College)  
   Company A; A Company; the company  
   Confederate (referring to Southern Confederacy); the Confederates  
   Continental; Continentals  
   Corps (see Corps)  
   District of Washington (military); the district

² The colon is preferred; a dash is permissible; but a comma is too weak.

## Army—Continued

Division, 1st, etc.; the division  
 Engineers (the Corps of Engineers);  
 the Engineers; *but* Army engineer  
 Establishment  
 Field Establishment  
 Field Forces (see Forces)  
 Finance Department; the Department  
 1st, etc.  
 General of the Army; *but* the general  
 General Staff; the Staff  
 Headquarters, 1st Regiment  
 Headquarters of the; the head-  
 quarters  
 Hospital Corps (see Corps)  
 Medical Museum (see Museum)  
 Organized Reserves; the Reserves  
 Regiment, 1st, etc.; the regiment  
 Regular Army officer; a Regular  
 Revolutionary (American, British,  
 French, etc.)  
 service  
 Surgeon General, the (see Surgeon  
 General)  
 Volunteer; the Volunteers; a Volunteer  
 army:  
 Lee's army; *but* Clark's 5th Army  
 mobile  
 mule, shoe, etc.  
 of occupation; occupation army  
 Red  
 Arsenal, Rock Island, etc.; the arsenal  
 article 15; *but* Article 15, when part of  
 title: Article 15;³ Uniform Code of  
 Military Justice  
 Articles of Confederation (U.S.)  
 Assembly of New York; the assembly  
 (see also Legislative Assembly)  
 Assembly (see United Nations)  
 Assistant, if part of capitalized title;  
 the assistant  
 assistant, Presidential (see Presidential)  
 Assistant Secretary (see Secretary)  
 Associate Justice (see Supreme Court)  
 Association, if part of name; capitalized  
 standing alone if referring to Fed-  
 eral unit:  
 American Association for the Ad-  
 vancement of Science; the associ-  
 ation  
 Federal National Mortgage (Fannie  
 Mae); the Association  
 Young Men's Christian; the associ-  
 ation  
 Astrophysical Observatory (see Ob-  
 servatory)  
 Atlantic:  
 Charter (see Charter)  
 coast  
 community  
 Coast States  
 Destroyer Flotilla; the destroyer flo-  
 tilla; the flotilla  
 Fleet (see Fleet)  
 mid-Atlantic

## Atlantic—Continued

North  
 Pact (see Pact)  
 seaboard  
 slope  
 South  
 time, standard time (see time)  
*but* cisatlantic; transatlantic  
 Attorney General (U.S.); *but* attorney  
 general of Maine, etc.  
 attorney, U.S.  
 Authority, capitalized standing alone if  
 referring to Federal unit:  
 National Shipping; the Authority  
 Port of New York; the port author-  
 ity; the authority  
 St. Lawrence Seaway Authority of  
 Canada; the authority  
 Tennessee Valley; the Authority  
 autumn  
 Avenue, Constitution, etc.; the avenue  
 Award: Distinguished Service, Merit,  
 Mother of the Year, etc.; the award  
 (see also decorations, etc.)  
 Axis, the (see alliances)  
 Badlands (S. Dak. and Nebr.)  
 Balkan States (see States)  
 Baltic States (see States)  
 Band, if part of name; the band:  
 Army, Marine, Navy, Sousa's  
 Eastern, etc. (of Cherokee Indians)  
 Bank, if part of name; the bank;  
 capitalized standing alone if refer-  
 ring to international bank:  
 Export-Import Bank of Washington  
 (Eximbank); Export-Import Bank;  
 the Bank  
 Farm Loan Bank of Dallas; Dallas  
 Farm Loan Bank; farm loan bank;  
 farm loan bank at Dallas  
 Farmers & Mechanics, etc.  
 Federal home loan bank at Cum-  
 berland  
 Federal Land Bank of Louisville;  
 Louisville Federal Land Bank; land  
 bank at Louisville; Federal land bank  
 Federal Reserve Bank of New York;  
 Richmond Federal Reserve Bank;  
*but* Reserve bank at Richmond;  
 Federal Reserve bank; Reserve  
 bank; Reserve city  
 First National, etc.  
 German Central; the Bank  
 International Bank for Reconstruc-  
 tion and Development; the Bank  
 International Monetary; the Bank  
 International World; the Bank  
*but* blood bank, central reserve, soil  
 bank  
 Barracks, if part of name; the barracks:  
 Carlisle  
 Disciplinary (Leavenworth)  
 Marine (District of Columbia)  
*but* A barracks; barracks A; etc.  
 Base, Andrews Air Force; Air Force  
 base; the base (see also Naval Base);  
*but* Sandia Base

³ See footnote 2, p. 34.



Basin (see geographic terms)  
 Battery, the (New York City)  
 Battle, if part of name; the battle:  
   of Gettysburg; *but* battle at Gettysburg; etc.  
   of the Bulge; of the Marne; of the Wilderness; of Waterloo; etc.  
 battlefield, Bull Run, etc.  
 battleground, Manassas, etc.  
 Bay, San Francisco Bay area; the bay area  
 Belt, if part of name; the belt:  
   Corn  
   Cotton  
   Dairy  
   Ice  
   Wheat  
   *but* Bible belt, goiter belt  
 Beltway, capitalized with name; the beltway  
 Bench (see Supreme Bench)  
 Benelux (see alliances)  
 Bible; Biblical; Scriptures; etc. (see also book)  
 Big Inch; Little Inch (pipelines)  
 bill, Kiess; Senate bill 217; House bill 31 (see also appropriation bill)  
 Bill of Rights (historic document); *but* GI bill of rights  
 Bizonia; bizonal; bizone  
 black  
 Black Caucus (see Congressional)  
 Black Panther; Panther  
 bloc (see Western)  
 Bluegrass region, etc.  
 B'nai B'rith  
 Board, if part of name; capitalized standing alone only if referring to Federal, interdepartmental, District of Columbia, or international board:  
   Civil Aeronautics  
   Employees' Compensation Appeals  
   Federal Maritime  
   Federal Reserve (see Federal)  
   General (Navy)  
   Loyalty Review  
   Macy Board, etc. (Federal board with name of person)  
   Military Production and Supply (NATO)  
   of Directors (Federal unit); *but* board of directors (nongovernmental)  
   of Education (District of Columbia)  
   of Health of Montgomery County; Montgomery County Board of Health; the board of health; the board  
   of Managers (of the Soldiers' Home)  
   of Regents (Smithsonian)  
   of Visitors (Military and Naval Academies)  
   on Geographic Names  
 Bolshevik; Bolshevikiki (collective plural); Bolshevik; bolshevism

bond:  
   defense bond; defense savings bond; savings bond; defense savings bonds and stamps; series E bond; savings bonds and stamps  
 Victory bond; the bond  
 war savings bond; savings bond; war bond  
   also governments, treasuries  
 book:  
   books of the Bible  
   First Book of Samuel; etc.  
   Good Book (synonym for Bible)  
 book 1, I, etc.; *but* Book 1, when part of title: Book 1:4 The Golden Legend  
 border, United States-Mexican  
 Borough, if part of name: Borough of the Bronx; the borough  
 Botanic Garden (National); the garden  
 Bowl, Dust, Ice, Rose, etc.; the bowl  
 Boxer Rebellion (see Rebellion)  
 Boy Scouts (the organization); a Boy Scout; a Scout; Scouting  
 Branch, if part of name; capitalized standing alone only if referring to a Federal or District of Columbia unit:  
   Accounts Branch  
   Public Buildings Branch  
   *but* executive, judicial, or legislative branch  
 Bridge, if part of name; the bridge:  
   Arlington Memorial; Memorial  
   Francis Scott Key; Key  
   M Street  
   *but* Pennsylvania Railroad bridge  
 Brother(s) (adherent of religious order)  
 Budget of the United States (publication); the Budget (Office implied); the budget  
 budget:  
   department  
   estimate  
   Federal  
   message  
   performance-type  
   President's  
 Building, if part of name; the building:  
   Capitol (see Capitol Building)  
   Colorado  
   House (or Senate) Office  
   Investment  
   New House (or Senate) Office  
   Old House Office  
   Pentagon  
   the National Archives; the Archives  
   Treasury; Treasury Annex  
 Bulletin 420; Farmers' Bulletin No. 420  
 Bureau, if part of name; capitalized standing alone if referring to Federal, District of Columbia, or international unit:  
   of Customs; Customs Bureau  
   of Engraving and Printing  
   of Foreign and Domestic Commerce

* See footnote 2, p. 34

- Bureau—Continued  
 of Indian Affairs  
 of Mines; Mines Bureau  
 of Social Hygiene, New York; the bureau; etc.
- Cabinet, American or foreign, if part of name or standing alone (see also foreign cabinets):  
 British Cabinet; the Cabinet  
 the President's Cabinet; the Cabinet;  
 Cabinet officer, member
- Calendar, if part of name; the calendar:  
 Consent; etc.  
 House  
 No. 99; Calendars Nos. 1 and 2  
 of Bills and Resolutions  
 Private  
 Senate  
 Unanimous Consent  
 Union  
 Wednesday (legislative)
- Cambrian age (see Ages)
- Camp Gary, etc.; the camp
- Canal, with name; the canal:  
 Cross-Florida Barge  
 Isthmian  
 Panama  
 Zone (Isthmian); the zone (see also Government)
- Cape (see geographic terms)
- Capital, Capital City, National Capital (Washington, D.C.); *but* the capital (State)
- Capitol Building (with State name); the capitol
- Capitol, the (Washington, D.C.):  
 Architect of  
 Building  
 caucus room  
 Chamber  
 dome  
 Grounds  
 Hall of Fame; the Hall  
 Halls (House and Senate)  
 Halls of Congress  
 Hill; the Hill  
 Police (see Police)  
 Power Plant  
 Prayer Room  
 Press Gallery, etc.  
 rotunda  
 Senate wing  
 stationery room  
 Statuary Hall  
 the well (House or Senate)
- Cemetery, if part of name: Arlington National; the cemetery
- Census:  
 Seventeenth Decennial (title); Seventeenth Census (title); the census  
 1960 census  
 1960 Census of Agriculture; the census of agriculture; the census  
 the 14th and subsequent decennial censuses
- Center, if part of name; the Center (Federal); the center (non-Federal):  
 Agricultural Research, etc.; the Center  
 Kennedy Center for the Performing Arts; the Kennedy Center; the Center  
 the Lincoln Center; the center  
 central Asia, central Europe, etc.  
 Central States  
 central time, central standard time (see time)  
 century, first, 20th, etc. (see rule 12.10)  
 Chair, the, if personified
- Chairman:  
 of the Board of Directors; the Chairman (Federal); *but* chairman of the board of directors (non-Federal)  
 of the Committee of the Whole  
 House; the Chairman  
 of the Federal Trade Commission; the Chairman  
 of the Loyalty Board; the Chairman  
 chairman (congressional):  
 of the Appropriations Committee  
 of the Subcommittee on Banking  
 Chamber of Commerce: the chamber:  
 of Ada; Ada Chamber of Commerce; the chamber of commerce  
 of the United States; U.S. Chamber of Commerce; the chamber of commerce; national chamber  
 Chamber, the (Senate or House)  
 channel 3 (TV); the channel (see also geographic terms, p. 46)  
 Chaplain (House or Senate); *but* Navy chaplain  
 chapter 5, II, etc.; *but* Chapter 5, when part of title: Chapter 5:⁵ Research and Development; Washington chapter, Red Cross  
 Chargé d'Affaires, British, etc.; the Chargé d'Affaires; the Chargé  
 chart 2, A, II, etc.; *but* Chart 2, when part of legend: Chart 2.—Army strength  
 Charter, capitalized with name; the charter:  
 Atlantic  
 United Nations  
 cheese: Camembert, Cheddar, Roquefort, etc.  
 Chicano  
 Chief, if referring to head of Federal or District of Columbia unit; the Chief:  
 Forester (see Forester)  
 Intelligence Office  
 Justice (U.S. Supreme Court); *but* chief justice (of a State)  
 Magistrate (the President)  
 of Division of Publications  
 of Engineers (Army)  
 of Naval Operations  
 of Staff  
 of the Bureau of Insular Affairs

⁵ See footnote 2, p. 34.

Chief Clerk, if referring to head of Federal or District of Columbia unit  
 Christian; Christian name, etc.; Christendom; Christianity; Christianize; *but* christen  
 church and state  
 church calendar:  
   Christmas  
   Easter  
   Lent  
   Whitsuntide (Pentecost)  
 Church, if part of name of organization or building  
 Circle, if part of name; the circle:  
   Arctic  
   Logan  
   *but* great circle  
 Circular 420  
 cities, sections of, official or popular names:  
   East Side  
   Latin Quarter  
   North End  
   Northwest Washington, etc. (District of Columbia); the Northwest; *but* northwest (directional)  
   the Loop  
 City, if part of corporate or popular name; the city:  
   Kansas City; the two Kansas Citys  
   Mexico City  
   New York City  
   Twin Cities  
   Washington City; *but* city of Washington  
   Windy City  
   *but* Reserve city (see Bank)  
 civil action No. 46  
 civil defense  
 Civil Air Patrol (see Air Force)  
 Civil Service, capitalize only when word "Commission" follows or is implied:  
   the Civil Service has ruled  
   *but* civil service employee, examination, etc.  
 Civil War (see War)  
 Clan, if part of tribal name; the clan  
 class 2, A, II, etc.; *but* Class 2 when part of title: Class 2;⁶ Leather Products  
 Clerk, the, of the House of Representatives; of the Supreme Court of the United States  
 coal sizes: pea, barley, buckwheat, stove, etc.  
 coast: Atlantic, east, gulf, west, etc.  
 Coast Guard, U.S.; the Coast Guard;  
   Coastguardsman Smith; *but* a coastguardsman; a guardsman  
 Coastal Plain (Atlantic and Gulf)  
 Code (in shortened title of a publication); the code:  
   District

Code—Continued  
   Federal Criminal  
   Internal Revenue  
   International (signal)  
   of Federal Regulations  
   Penal; Criminal; etc.  
   Pennsylvania State  
   Radio  
   Television  
   Uniform Code of Military Justice  
   United States  
   *but* civil code; flag code; Morse code; ZIP code  
 collection, Brady, etc.; the collection  
 collector of customs  
 College, if part of name; the college:  
   Armed Forces Staff  
   Command and General Staff  
   Gettysburg  
   National War  
   of Bishops  
   *but* electoral college  
 college degrees: bachelor of arts, master's, etc.  
 Colonials (American Colonial Army); *but* colonial times, etc.  
 Colonies, the:  
   Thirteen  
   Thirteen American  
   Thirteen Original  
   *but* 13 separate Colonies  
 colonists, the  
 Colony: Cyprus, Crown Colony of Hong Kong; the colony, crown colony  
 Cominform (see U.S.S.R.)  
 Command, capitalize with name; the command:  
   Air Materiel  
   GHQ Far East  
   Joint Far Eastern  
   Potomac River Naval  
   Zone of Interior  
 Commandant, the (Coast Guard or Marine Corps only)  
 Commandos, the; Commando raid; a commando; a commandoman  
 Commission, if part of name; capitalized standing alone if referring to Federal, District of Columbia, or international commission:  
   Alaska Road  
   Atomic Energy  
   Civil Service  
   District (District of Columbia)  
   Electoral  
   International Boundary, United States, Alaska, and Canada  
   of Fine Arts  
   on Civil Rights  
   on Organization of the Executive Branch of the Government (Hoover)  
   Public Buildings  
   Public Utilities (District of Columbia)

⁶ See footnote 2, p. 34.



- Commissioner, if referring to Federal, District of Columbia, or international commission; the Commissioner:
- Land Bank; *but* land bank commissioner loans
- of Customs
- of Immigration and Naturalization
- of Patents
- of the District of Columbia
- of the Five Civilized Tribes, etc.
- U.S. (International Boundary Commission, etc.)
- but* a U.S. commissioner
- Committee, if part of name; the Committee, if referring to international or noncongressional Federal committee or to the Committee of the Whole, the Committee of the Whole House, or the Committee of the Whole House on the State of the Union:
- American Medical Association Committee on Education; the committee
- Appropriations, etc.; the committee; Subcommittee on Appropriations; the subcommittee; subcommittee of the Appropriations Committee
- Democratic National; the national committee; the committee; national committeeman
- Democratic policy committee; the committee
- Interagency Advisory Committee on Domestic Transport and Storage and Post Utilization; the Committee
- Joint Committee on Atomic Energy; the Joint Committee; the committee; *but* a joint committee
- of Defense Ministers (NATO); the Committee (see also Organization, North Atlantic Treaty)
- of One Hundred, etc.; the committee
- on Finance; the committee
- on Post Office and Civil Service; the committee
- on Public Safety; the committee
- President's Advisory Committee on Management; the Committee
- Republican National; the national committee; the committee; national committeeman
- Republican policy committee; the committee
- Select Committee on Astronautics and Space Exploration; the select committee
- Senate policy committee
- Subcommittee No. 5, etc.; the subcommittee
- Subcommittee on Immigration
- but* Kefauver committee
- ad hoc committee
- Committee Print No. 32; Committee Prints Nos. 8 and 9; committee print
- Common Market; the market (European Economic Community); *also* Common Market Treaty; Inner Six; Outer Seven
- Commonwealth of Australia, Massachusetts, etc.; British Commonwealth; the Commonwealth
- Commune (of Paris)
- Communist; communism; communistic
- Communist government, etc. (see U.S.S.R.)
- Community, European Coal and Steel; European Economic; the Community; *but* the Atlantic community
- compact, U.S. marine fisheries, etc.; the compact
- Company, if part of name; capitalized standing alone if referring to unit of Federal Government:
- Panama Railroad Company; the Company
- Procter & Gamble Co.; the company
- Comptroller:
- of the Currency; the Comptroller of the Post Office Department; the Comptroller
- Comptroller General (U.S.); the Comptroller
- Comsat
- conelrad
- Confederacy (of the South)
- Confederate:
- Army
- government
- soldier
- States
- Confederation, Swiss; the Confederation
- Conference, if referring to governmental (U.S.) or international conference:
- Bretton Woods; the Conference
- Judicial Conference of the United States; U.S. Judicial Conference; Judicial Conference; the Conference
- Sixth Annual Conference of Southern Methodist Churches; the conference
- Confession, Augsburg
- Congress (convention), if part of name; capitalized standing alone if referring to international congress:
- International Good Roads; Good Roads; the Congress
- of Parents and Teachers, National; the congress
- Congress (legislature), if referring to national congress:
- of Bolivia, etc.; the Congress
- of the United States; First, Second, 11th, 82d, etc. (see rule 12.10); the Congress
- Congressional:
- Black Caucus; the Black Caucus; the caucus
- Directory; the directory
- District, First, 11th, etc.; the First District (see rule 12.10); the congressional district; the district
- Library; the Library

## Congressional—Continued

Medal of Honor (see decorations)  
*but* congressional action, committee, etc.  
 Congressman; Congressman at Large; Member of Congress; Member; membership  
 Constitution, with name of country; capitalized standing alone when referring to a specific national constitution; *but* New York State constitution; the constitution  
 constitutional  
 consul, British, etc.  
 consul general, British, etc.  
 consulate, British, etc.  
 Consumer Price Index (official title); the price index; the index; *but* a consumers' price index (descriptive)  
 Continent, only if following name; American Continent; the continent; *but* the Continent (continental Europe)  
 Continental:  
 Army; the Army  
 Congress; the Congress  
 Divide (see Divide)  
 Outer Continental Shelf  
 Shelf; the shelf; a continental shelf  
 continental:  
 care not a continental, etc.  
 Europe, United States, etc.  
 Continentals (Revolutionary soldiers)  
 Convention, governmental (U.S.), international, or national political; the convention:  
 Constitutional (United States, 1787); the Convention  
 Democratic National; Democratic Genocide  
 19th Annual Convention of the American Legion  
 on International Civil Aviation  
 Universal Postal Union; Postal Union  
*also* International Postal; Warsaw convention of 1907 (not formal name)  
 Coordinator of Information; the Coordinator  
 copper age (see Ages)  
 Corn Belt (see Belt)  
 Corporation, if part of name; the Corporation, if referring to unit of Federal Government:  
 Commodity Credit  
 Federal Deposit Insurance  
 National Railroad Passenger (Amtrak)  
 Petroleum Reserves  
 Rand Corp.; the corporation (see also abbreviation, p. 161)  
 St. Lawrence Seaway Development Corporation  
 Union Carbide Corp.; the corporation  
 Virgin Islands  
 corridor, Northeast

Corps, if part of name; the corps (military); the Corps (nonmilitary) (see also Reserve):

Adjutant General's  
 Army Hospital  
 Artillery  
 Chemical  
 Counterintelligence  
 Enlisted Reserve  
 Finance  
 Foreign Service Officer (see Foreign Service)  
 Job  
 Judge Advocate General's  
 Marine (see Marine Corps)  
 Medical  
 Military Police  
 Nurse  
 of Engineers; Army Engineers; the Engineers; *but* Army engineer; the corps  
 Officers' Reserve  
 Ordnance  
 Peace; Peace Corpsman; the corpsman  
 Quartermaster  
 Reserve Officers' Training (ROTC)  
 VII Corps, etc. (see rule 12.10)  
 Signal  
 Teachers; *but* Teacher Corps Act  
 Transportation  
 Women's Army (WAC); a Wac; the Wacs  
 Youth  
*but* diplomatic corps  
 corpsman; hospital corpsman  
 Cotton Belt (see Belt)  
 Council, if part of name; capitalized standing alone if referring to Federal or international unit (see also United Nations):  
 Boston City; the council  
 Choctaw, etc.; the council  
 Federal Personnel; the Council  
 His Majesty's Privy Council; the Privy Council; the Council  
 National Security; the Council of Foreign Ministers (NATO); the Council  
 of the Organization of American States; the Council  
 Philadelphia Common; the council  
 councilor, privy  
 Counsel (see General Counsel)  
 County, Fairfax; county of Fairfax; County Kilkenny, etc.; Loudoun and Fauquier Counties; the county  
 Court (of law) (see also Courtwork, pp. 239-250); capitalized if part of name of national or international court, U.S. court, district court, or State court; lowercased if city or county court; capitalized standing alone if referring to the Supreme Court of the United States, to Court of Impeachment (U.S. Senate), or to international court:

## Court—Continued

Circuit Court of the United States for the Second Circuit; Circuit Court for the Second Circuit; the circuit court; the court; the second circuit

Court of Appeals of the State of Wisconsin, etc.; the court of appeals; the court

Court of Claims; the court

Court of Customs and Patent Appeals; the court

Court of Impeachment, the Senate; the Court

District Court of the United States for the Eastern District of Missouri; the district court; the court

Emergency Court of Appeals, United States; the court

International Court of Justice; the Court

Permanent Court of Arbitration; the Court

Superior Court of the District of Columbia; the superior court; the court

Supreme Court of the United States (see Supreme Court)

Supreme Court of Virginia, etc.; the supreme court; the court

Tax Court; the court

U.S. Court of Appeals for the District of Columbia; the court

Covenant, League of Nations; the covenant

Creed, Apostles'; the Creed

Croix de Guerre (see decorations)

Crown, if referring to a ruler; *but* crown colony, lands, etc. (rule 3.19)

Current, if part of name; the current:  
Arctic  
Humboldt  
Japan  
North Equatorial

customhouse; customs official

czar; czarist

Dairy Belt (see Belt)

Dalles, The; *but* the Dalles region

Dam (see geographic terms)

Dark Ages (see Ages)

Dark Continent (Africa)

Daughters of the American Revolution; a Real Daughter; King's Daughters; a Daughter

days (see holidays)

D-day, etc. (see holidays)

dean of the diplomatic corps

Declaration, capitalized with name: of Independence; the Declaration of Panama; the declaration

decorations, medals, etc., awarded by United States or any foreign national government; the medal, the cross, the ribbon (see also awards):  
Air Medal

## decorations—continued

Bronze Star Medal

Commendation Ribbon

Congressional Medal of Honor

Croix de Guerre

Distinguished Flying Cross

Distinguished Service Cross

Distinguished Service Medal

Good Conduct Medal

Iron Cross

Legion of Merit

Medal for Merit

Medal of Freedom

Medal of Honor

Purple Heart

Silver Star

Soldier's Medal

Victoria Cross

Victory Medal

*also* Carnegie Medal, etc.

Decree (see Executive; Royal Decree)

Deep South

defense bond (see bond)

Defense Establishment (see Establishment)

De Gaulle Free French; Free French; Fighting French; *but* General de Gaulle; de Gaullist

Deity, words denoting, capitalized

delegate (to a conference); the delegate; the delegation

Delegate (U.S. Congress)

Delta, Mississippi River; the delta

Department, if part of name; capitalized standing alone if referring to Federal, District of Columbia, or international unit:  
Highway (District of Columbia)  
Post Office  
Treasury  
Yale University Department of Economics; the department of economics; the department

Department of New York, American Legion

department:  
clerk  
legislative, executive, judicial departments

Depot, if part of name; the depot (see also Station)

Deputy, if part of capitalized title; *but* the deputy

derivatives of proper names:

alaska seal (fur)	belleekware
angora wool	benday process
angstrom unit	bessemer steel
apache (Paris)	bohemian set
argyle wool	bologna sausage
artesian well	bordeaux mixture
astrakhan fabric	bourbon whisky
axminster rug	bowie knife
babbitt metal	braille
bakelite	



## derivatives of proper names—con.

brazil nut	india ink
brazilwood	india rubber
brewer's yeast	intertype ⁷ slug
bristolboard	italic type
britannia metal	jamaica ginger
britannia ware	japan varnish
brussels carpet	jersey fabric
brussels sprouts	johnn test
bunsen burner	joule
burley tobacco	kafircorn
canada balsam	klieg light
(microscopy)	knickerbocker
carlsbad twins	kraft paper
(petrography)	lambrert
cashmere shawl	leghorn hat
castile soap	levant leather
cesarean operation	levantine silk
	lilliputian
chantilly lace	linotype ⁷ slug
chesterfield coat	logan tent
china clay	london purple
chinese blue	ludlow ⁷ type
Chinook salmon	lufbery circle
climax basket	lynch law
collins (drink)	lyonnaise pota-
congo red	toes
cordovan leather	macadamized
coulomb	road
curie	mach (no period)
decauville rail	number
degaussing ap-	madras cloth
paratus	magnot line
delftware	manila paper
derby hat	maraschino
diesel engine,	cherry
dieselize	mason jar
dotted swiss	maxwell
epsom salt	melba toast
fedora hat	mercized fabric
fletcherize	merino sheep
frankfurt sau-	molotov cocktail
sage	monotype ⁷ mat-
frankfurter	ter
french chalk	morocco leather
french dressing	morris chair
french-fried po-	murphy bed
tatoes	navy blue
fuller's earth	nelson, half nel-
gargantuan	son, etc.
gauss	neon light
georgette crepe	newmarket cloak
german silver	newton
gilbert	nissen hut
glauber salt	norfolk jacket
gothic type	oriental rug
graham bread	osnaburg cloth
harderian gland	oxford shoe
harveyized steel	panama hat
herculean task	parianware
hessian fly	paris green
holland cloth	parkerhouse roll
hoolamite detec-	pasteurized milk
tor	persian lamb
hudson seal (fur)	petri dish

## derivatives of proper names—con.

pharisaic	simon pure
philistine	spanish omelet
pitman arm	stillson wrench
pitot tube	stubs wire
plaster of paris	surah silk
portland cement	swiss cheese, <i>but</i>
prussian blue	Swiss watch
pullman car;	tabasco sauce
pullmanize	taintor gate
quisling	timothy grass
quixotic idea	turkey red
quonset hut	turkish towel
rembert wheel	utopia, utopian
roentgen	vandyke collar
roman candle	vaseline
roman cement	venetian blind
roman type	venturi tube
russia leather	victoria (carriage)
russian bath	vienna bread
rutherford	virginia reel
sanforize	wedgwoodware
saratoga chips	wheatstone
scotch plaid	bridge
scotch tape	wilton rug
shanghai	woodruff key
siamese twins	zeppelin

## deutsche mark

Diet, Japanese (legislative body)

diplomatic corps (see also Corps; service)

Director, if referring to head of Federal,

District of Columbia, or interna-

tional unit; the Director:

District Director of Internal Revenue

of Coast and Geodetic Survey

of Fish and Wildlife Service

of the Budget

of the Mint

of Vehicles and Traffic

*but* director, board of directors (non-

governmental)

Director General of Foreign Service;

the Director General; the Director

Distinguished Service Medal, etc. (see

decorations)

District, if part of name; the district:

Alexandria School District No. 4;

the school district

Chicago Sanitary; the sanitary dis-

trict

Congressional (see Congressional; see

pp. 39-40 for clarification)

Federal (see Federal)

1st Naval; naval district

Grant County Public Utility; the

utility district

Imperial Valley Irrigation; the irri-

gation district

Los Angeles Water; the water dis-

trict

Manhattan Engineer (atomic)

*but* customs district No. 2; first as-

sembly district; school district No. 4

District of Columbia; the District:

Anacostia Flats; the flats

Arlington Memorial Bridge; the

Memorial Bridge; the bridge

⁷ Lowercased as adjective, but still capitalized if referring to machine itself.

## District of Columbia—Continued

Chairman  
 City Council  
 Commissioner  
 Council (the councilman)  
 District jail; the jail  
 Deputy Commissioner  
 Engineer Commissioner; the Commissioner  
 Engineer Department; the Department  
 General Hospital; the hospital  
 Highway Bridge; 14th Street Bridge; the bridge  
 Mall, the  
 Mayor (when pertaining to the District of Columbia)  
 Metropolitan Police; Metropolitan policeman; the police  
 Monument Grounds; the grounds  
 Monument, Washington; the monument  
 police court  
 Public Library; the library  
 Reflecting Pool; the pool  
 Speedway, the  
 Tidal Basin; the basin  
 Village, the  
 Washington Channel; the channel  
 Divide, Continental (Rocky Mountains); the divide  
 Divine Father; *but* divine guidance, divine providence, divine service  
 Division, Army, if part of name: 1st Division; the division  
 Division, if referring to Federal or District of Columbia governmental unit; the Division:  
 Electro-Motive Division; the division; *but* division of General Motors  
 of Air Services  
 of Parcel Post  
 of Railway Mail Service  
 of the Federal Register  
 Passport  
 Trinity River division (reclamation); the division  
 Dixie; Dixiecrat  
 docket No. 66; dockets Nos. 76 and 77  
 Doctrine, Monroe; the doctrine; *but* Truman, Eisenhower doctrine  
 Document, if part of name; the document:  
 Document No. 2  
 Document Numbered One Hundred and Thirty  
 Dominion of Canada, of New Zealand, etc.; the Dominion; *but* British dominions; a dominion; dominion status  
 drawing II, A, 3, etc.; *but* Drawing 2 when part of title: Drawing 2.—  
 Hydroelectric Power Development  
 Driftless Area (Mississippi Valley)  
 Dust Bowl (see Bowl)

eagle boat (class)  
 Earth (planet); (see rule 3.30)  
 East:  
 Coast (Africa)  
 Europe (political entity)  
 Germany (political entity)  
 Middle, Mideast (Asia)  
 Near (Balkans)  
 South Central States  
 the East (section of United States); *also* Communist political entity  
 east:  
 Africa  
 coast (U.S.)  
 Pennsylvania  
 Eastern:  
 Europe (political entity)  
 Far (Orient) (see Far East)  
 Germany (political entity)  
 Gulf States  
 Hemisphere (see Hemisphere)  
 Middle, Mideast (Asia)  
 North Central States  
 Shore (Chesapeake Bay)  
 States  
 United States  
 eastern:  
 France  
 seaboard  
 time, eastern standard time (see time)  
 Wisconsin  
 easterner  
 E-bond  
 electoral college; the electors  
 Elizabethan Age (see Ages)  
 Emancipation Proclamation (see Proclamation)  
 Embassy, British, etc.; the Embassy  
 Emperor, Ethiopian, etc.; the Emperor  
 Empire, Ethiopian, etc.; the Empire; *but* an empire  
 Engine Company, Bethesda; engine company No. 6; No. 6 engine company; the company  
 Engineer Commissioner (see District of Columbia)  
 Engineer Department (see District of Columbia)  
 Engineer officer, etc. (of Engineer Corps); the Engineers  
 Engineers, Chief of (see Chief)  
 Engineers, Corps of (see Corps)  
 Envoy Extraordinary and Minister Plenipotentiary; the Envoy; the Minister  
 Equator, the; equatorial  
 Establishment, if part of name; the establishment:  
 Army  
 Army Field  
 Defense  
 Federal  
 Military  
 Naval; *but* naval establishments  
 Navy  
 Postal

## Establishment—Continued

Regular  
Reserve  
Shore  
*but* civil establishment; legislative establishment  
Estate, Girard (a foundation); the estate  
estate, third (the commons); fourth (the press); etc.  
Eurodollar  
European theater of operations; the European theater; the theater  
Excellency, His; Their Excellencies  
Exchange, New York Stock; the stock exchange; the exchange  
Executive (President of United States):  
Chief  
Decree No. 100; Decree 100; *but* Executive decree; direction  
Document No. 95  
Mansion; the mansion; the White House  
Office; the Office  
Order No. 34; Order 34; *but* Executive order  
power  
executive:  
agreement document  
branch paper  
communication privilege  
department  
exhibit 2, A, II, etc.; *but* Exhibit 2, when part of title: Exhibit 2:^{*} Capital Expenditures, 1935-49  
Expedition, Byrd; Lewis and Clark; the expedition  
Experiment Station (see Station)  
Explorer I, etc.  
Exposition, California-Pacific International, etc.; the exposition  
Express, if part of name: Federal Express, the

## Fair Deal

Fair, World's, etc.; the fair; Texas State Fair

## Falangist

fall (season)

Falls, Niagara; the falls

fanciful appellations capitalized:

Bay State (Massachusetts)  
Big Four (powers, railroad, etc.)  
City of Churches (Brooklyn)  
Fair Deal  
Great Father (the President)  
Great Society  
Keystone State (Pennsylvania)  
New Deal  
New Frontier  
the Hub (Boston)

Far East, Far Eastern (the Orient);

Far West (U.S.); *but* far western

Farm, if part of name; the farm:

Johnson Farm; *but* Johnson's farm

San Diego Farm

Wild Tiger Farm

Fascist; Fascisti; fascistic; fascism

Father of his Country (Washington)

Fed, the (no period)

Federal (synonym for United States or other sovereign power):

District (Mexico)

Establishment

Government (of any national government)

grand jury; the grand jury

land bank (see Bank)

Personnel Council (see Council)

Register (publication); the Register

Reserve bank (see Bank)

Reserve Board, the Board; *also* Federal Reserve System, the System;

Federal Reserve Board Regulation W, *but* regulation W

*but* a federal form of government

federally

fellow, fellowship (academic); lower-case with name

Field, Byrd, Stewart, etc.; the field

fifth column; fifth columnist

figure 2, A, II, etc. (illustration); *but*

Figure 2, when part of legend: Figure 2.—Market scenes

firm names:

A-C Spark Plug Co.

Allen-A Co.

Allen B. Du Mont Laboratories

Allis-Chalmers Manufacturing Co.

Aluminium, Ltd

American Bank Note Co.

American Telephone & Telegraph Co.

Appleton-Century-Crofts, Inc.

Bausch & Lomb Optical Co.

Beech-Nut Life Savers, Inc.

Bristol-Myers

Carson, Pirie, Scott & Co.

Champion Paper & Fibre Co.

Chance Vought Aircraft, Inc.

Chicago & North Western Railway Co.

Colgate-Palmolive Co.

Colt's Patent Fire Arms Manufacturing Co.

Curtiss-Wright Corp.

D.C. Transit System, Inc.

Deepfreeze Appliance Division

De Laval Steam Turbine Co.

DeVilbiss Co.

Dillon, Read & Co.

Dow Jones & Co.

Dun & Bradstreet

E. I. du Pont de Nemours & Co.

Francis I. du Pont & Co.

Eagle-Picher Co., Inc.

Electric Auto-Lite Co.

Fibreboard Paper Products Corp.

Great Atlantic & Pacific Tea Co.

(A. & P.)

Grumman Aircraft Engineering Corp.

^{*} See footnote 2, p. 34.



## firm names—continued

Gulf + Western Industries  
 Haloid Xerox Inc.  
 Halsey, Stuart & Co.  
 Harris-Intertype Corp.  
 Hart Schaffner & Marx  
 Houghton Mifflin Co.  
 Ingersoll-Rand Co.  
 Johns-Manville Corp.  
 Kennecott Copper Co.  
 R. G. LeTourneau, Inc.  
 LeTourneau-Westinghouse Co.  
 Libbey-Owens-Ford Glass Co  
 Libby, McNeill & Libby  
 Macmillan Co.  
 McDonnell Douglas  
 Merck Sharp & Dohme Division  
 Merrill Lynch, Pierce, Fenner & Smith  
 Montgomery Ward & Co.  
 Moore-McCormack Lines, Inc.  
 Olin Mathieson Chemical Corp.  
 Owens-Corning Fiberglas Corp.  
 Parke, Davis & Co. or Parke-Davis  
 Penn Central  
 J. C. Penney Co.  
 Phelps Dodge Corp.  
 Pfizer Inc.  
 Price Waterhouse & Co.  
 Procter & Gamble Co.  
 Rand McNally & Co.  
 Rolls-Royce  
 R. R. Donnelley & Sons Co.  
 Sears, Roebuck & Co.  
 Smith Kline & French Laboratories  
 Sperry Rand Corp.  
 Sunray-DX Oil Co.  
 Trans World Airlines  
 Weyerhaeuser  
 First Lady (wife of President)  
 First World War (see War)  
 flag code  
 flag, U.S.:  
   Old Flag, Old Glory  
   Stars and Stripes  
   Star-Spangled Banner  
 flags, foreign:  
   Tricolor (French)  
   Union Jack (British)  
   United Nations  
 Flats, Anacostia (see District of Columbia)  
 Fleet, if part of name; the fleet:  
   Atlantic  
   Channel  
   Grand  
   High Seas  
   Marine Force  
   Naval Reserve  
   Pacific, etc. (naval)  
   6th Fleet, etc.  
   U.S.  
 floor (House or Senate)  
 flyway; Canadian flyway, etc.  
 Force(s), if part of name; the force(s):  
   Active Forces  
   Air (see also Air Force)

## Force(s)—Continued

Armed Forces (synonym for overall Military Establishment)  
 Army Field Forces; the Field Forces  
 Fleet Marine  
 Navy Battle (see Navy)  
 Navy Scouting (see Navy); Reserve Force  
 7th Task; the task force; *but* task force report (Hoover Commission)  
 United Nations Emergency; the Emergency Force; the Force; *but* United Nations police force  
 foreign cabinets:  
   Foreign Office; the Office  
   Minister of Foreign Affairs; the Minister  
   Ministry of Foreign Affairs; the Ministry  
   Premier  
   Prime Minister  
 Foreign Legion (French); the legion  
 Foreign Service; the Service:  
   officer  
   Officer Corps; the corps  
   Reserve officer; the Reserve officer  
   Reserve Officer Corps; the Reserve Corps; the corps  
   Staff officer; the Staff officer  
   Staff Officer Corps; the Staff Corps; the corps  
 Forest, if part of name; the national forest; the forest:  
   Angeles National  
   Black  
   Coconino and Prescott National Forests  
   *but* State and National forests  
 Forester (Chief of Forest Service); the Chief; *also* Chief Forester  
 form 2, A, II, etc.; *but* Form 2, when part of title: Form 1040;⁹ Individual Income Tax Return; *but* withholding tax form  
 Fort McHenry, etc.; the fort  
 Foundation, if part of name; capitalized standing alone if referring to Federal unit:  
   Chemical; the foundation  
   Infantile Paralysis; the foundation  
   National Science; the Foundation  
   Russell Sage; the foundation  
 Founding Fathers (colonial)  
 four freedoms  
 Four Power Pact (see Pact)  
 free list; *but* Title I:⁹ Free List  
 free trade area  
 free world  
 Frisco (for San Francisco; no apostrophe)  
 Fritalux (see alliances)  
 Fund, if part of name; capitalized standing alone if referring to international or United Nations fund:  
   Common Market

⁹ See footnote 2, p. 34.

## Fund—Continued

Development Loan Fund; the Fund  
(U.S. Government corporation)  
International Monetary  
Rockefeller Endowment; the fund  
Special Projects (U.N.)  
*but* civil service retirement fund;  
mutual security fund; national  
service life insurance fund; re-  
volving fund

Gadsden Purchase

Gallery of Art, National (see National)

Garand rifle

Geiger counter

general agreement (see Agreement)

General Board (of Navy) (see Board)

General Counsel; the Counsel (Federal)

General Order No. 14; General Orders,  
No. 14; a general order

gentile

Geographer, the (State Department)

geographic terms, such as those listed  
below,^{10 11} capitalized if part of name;  
lowercased in general sense (rivers  
of Virginia and Maryland) (see  
also Geologic Terms, p. 251):

Archipelago

Area

Arroyo

Atoll

Bank

Bar

Basin, Upper

(Lower) Col-

orado River,

etc. (legal en-

tity); *but*

Hansen flood-

control basin;

Missouri

River basin

(drainage);

upper Colo-

rado River

storage proj-

ect

Bay

Bayou

Beach

Bench

Bend

Bight

Bluff

Bog

Borough (boro)

Bottom

Branch (stream)

Brook

Butte

Canal; the canal

(Panama)

Canyon

Cape

Cascade

Cave

Cavern

Channel; *but*

Mississippi

River chan-

nel(s)

Cirque

Coulee

Cove

Crag

Crater

Creek

Crossroads

Current (ocean

feature)

Cut

Cutoff

Dam

Delta

Desert

Divide

Dome (not in

geologic sense)

Draw (stream)

Dune

Escarpment

Estuary

Falls

Fault

Flat(s)

Floodway

Ford

Forest

Fork (stream)

Gap

Geyser

Glacier

Glen

## geographic terms—continued

Gorge

Gulch

Gulf

Gut

Harbor

Head

Hill

Hogback

Hollow

Hook

Hot Spring

Icefield

Ice Shelf

Inlet

Island

Isle

Islet

Keys (Florida

only)

Knob

Lagoon

Lake

Landing

Ledge

Lowland

Marsh

Massif

Mesa

Monument

Moraine

Mound

Mount

Mountain

Narrows

Neck

Needle

Notch

Oasis

Ocean

Oxbow

Palisades

Park

Pass

Passage

Peak

Peninsula

Plain

Plateau

Point

Pond

Pool

Port (water

body)

Prairie

Range (moun-

tain)

Rapids

Ravine

Reef

Reservoir

Ridge

River

Roads (anchor-

age)

Rock

Run (stream)

Sea

Seaway

Shoal

Sink

Slough

Sound

Spit

Spring

Spur

Strait

Stream

Summit

Swamp

Terrace

Thoroughfare

Trench

Trough

Valley

Volcano

Wash

Waterway

Woods

Geological Survey (see Survey)

German measles

GI bill of rights

Girl Scouts (organization); a Girl Scout;

a Scout; Scouting

G-man

Gold Star Mothers (see American)

Golden Age (see Ages)

Golden Rule

Gospel, if referring to the first four

books of the New Testament; *but*

gospel truth

Government:

British, Soviet, etc.; the Government

Canal Zone; the government

department, officials, -owned, publi-

cations, etc. (U.S. Government)

National and State Governments

Printing Office (see Office)

U.S.; National; Federal; Central;

General

¹⁰ List compiled with the cooperation of the U.S.  
Board on Geographic Names.

¹¹ See also footnote on p. 62.

## government:

Churchill  
 Communist  
 District (of Columbia)  
 European governments  
 Federal, State, and municipal governments  
 insular; island  
 military  
 seat of  
 State  
 State and Provincial governments  
 Territorial

## governmental

## Governor:

of Puerto Rico; the Governor  
 of the Federal Reserve Board; the Governor  
 of the Panama Canal; the Governor  
 of Wisconsin, etc.; the Governor  
*but* State Governor(s); Governors' conference; a Governor

Governor General of Canada; the Governor General

grade, market (see market grades)

Grand Army of the Republic; the Grand Army; the Army

Grand Army Post No. 63; Post No. 63; Grand Army post; the post

grand jury (see Federal)

Grange, the (National)

graph 2, A, II, etc.; *but* Graph 2, when part of title: Graph 2.—Production Levels

## Great:

Basin  
 Beyond  
 Divide  
 Father (see fanciful appellations)  
 Lakes; the lakes; lake(s) traffic  
 Plains; *but* southern Great Plains  
 Rebellion (see Rebellion)  
 War (see War)  
 White Way (New York City)

great circle (navigation)

Greater Los Angeles, Greater New York

gross national product (GNP)

## Group:

Military Advisory Group; the group  
 Standing (see Organization)  
 group 2, II, A, etc.; *but* Group 2, when part of title: Group II:¹² List of Counties by States

guaranteed annual wage (GAW)

Guard, National (see National)

guardsman (see Coast Guard; National Guard)

## Gulf:

Coast States; *but* gulf coast  
 of Mexico; the gulf  
 States  
 Stream; the stream

Hall (U.S. Senate or House)

Halls of Congress

H-bomb; H-hour

## Headquarters:

Alaska Command; the command headquarters

4th Regiment Headquarters; regimental headquarters

32d Division Headquarters; the division headquarters

Heaven (Deity); heaven (place)

Hells (no apostrophe) Canyon

Hemisphere, Eastern; Western; etc.; the hemisphere

High Church

High Commissioner

High Court (see Supreme Court)

High School, if part of name: Western; the high school

Highway Bridge (Washington, D.C.); the bridge

Highway No. 40; Route 40; State Route 9; the highway

Hill (the Capitol)

His Excellency the Duke of Athol, etc.;

His Excellency; Their Excellencies

His Majesty; Her Majesty; Their Majesties

historic events and epochs:

Reformation, the

Renaissance, the

Restoration, the (English)

Revolution of July (French)

Revolution, the (American, 1775; French, 1789; English, 1688)

holidays and special days

Admission Day

All Fools'

Arbor Day

Armed Forces Day

Christmas Day, Eve

Columbus Day

D-day; D-plus-4-day

Father's Day

Flag Day

Founders' Day

Fourth of July

Halloween

Inauguration Day

Independence Day

Labor Day

Lincoln's Birthday

Lord's day

M-day

Memorial Day (also Decoration Day)

Mother's Day

New Year's Day, Eve

S-D Day (Safe-Driving Day)

Thanksgiving Day

V-E Day; V-J Day

Veterans (no apostrophe) Day

Washington's Birthday

*but* election day; primary day

Holy Scriptures; Holy Writ (Bible)

Home (see Naval; Soldiers')

¹² See footnote 2, p. 34.



Hospital, if part of name; the hospital:  
 District of Columbia General  
 5th Regiment  
 Freedmen's  
 St. Elizabeths (no apostrophe)  
*but* naval (marine or Army) hospital  
 hospital corpsman (see corpsman)

House, if part of name:

Johnson house (private residence)  
 Lee (hotel); the house  
 of Representatives; the House (U.S.)  
 of the Woods (palace); the house  
 Office Building (see Building)  
 Ohio (State); the house  
*but* both Houses; lower (or upper)  
 House (Congress)

House of Representatives (U.S.), titles  
 of officers standing alone capital-  
 ized:

Chairman (Committee of the Whole)  
 Chaplain  
 Clerk; *but* legislative clerk, etc.  
 Doorkeeper  
 folding room  
 Official Reporter(s) of Debates  
 Parliamentarian  
 Postmaster  
 Sergeant at Arms  
 Speaker pro tempore  
 Speaker; speakership

HUD (Department of Housing and  
 Urban Development)

Hudson's Bay Co.

Hurricane Carol, etc.

ice age (see Ages)

independence; in the year of our inde-  
 pendence the one hundred and  
 ninety-seventh

Indians:

Absentee Shawnee  
 Alaska (see Native)  
 Eastern (or Lower) Band of Chero-  
 kee; the band

Five Civilized Tribes; the tribes

Shawnee Tribe; the tribe

Six Nations (Iroquois Confederacy)

Inquisition, Spanish; the Inquisition

Institute, if part of name; capitalized  
 standing alone if referring to Fed-  
 eral or international organization:

National Cancer; the Cancer Insti-  
 tute; the Institute

National Institutes of Health; the  
 Institutes

of International Law; the Institute  
 Woman's Institute; the institute

Institution, if part of name; capitalized  
 standing alone if referring to  
 Federal unit:

Carnegie Institution; the institution  
 Smithsonian Institution; the Insti-  
 tution

insular government; island government  
 intercoastal waterway (see waterway)  
 interdepartmental

International Court of Justice (see  
 Court)

International Geophysical Year (see  
 Year)

International Hydrological Decade; the  
 Decade (UNESCO)

International Postal Convention (see  
 Convention)

international:

banks (see Bank)

dateline

boundary

law

Morse code (see Code)

interprovincial

interstate

Intracoastal Waterway; the waterway  
 (see also waterway)

intrastate

Irish potato

Iron Cross (see decorations)

Iron Curtain; the curtain

irrigation district (see District)

Isthmian Canal (see Canal)

Isthmus of Panama; the isthmus

Ivory Coast

Japan Current (see Current)

Jersey cattle

Jim Crow law, car, etc.

Job Corps

Joint Chiefs of Staff: Chiefs of Staff

Joint Committee on Atomic Energy  
 (see Committee)

Journal clerk; the clerk

Journal (House or Senate)

Judge Advocate General, the  
 judiciary, the

Kennedy round

King of England, etc.; the King

Koran, the; Koranic

K-ration

Ku Klux Klan; the Klan

Laboratory, if part of name: Forest  
 Products; the Laboratory; *but* the  
 laboratory (non-Federal)

Lake: Erie, of the Woods, Salt; the lake  
 Lakes, Great (see Great Lakes)

Lane, if part of name: Maiden; the  
 lane

Latin American States (see States)

Latter-day Saints

law of nations

law, Walsh-Healey, etc.; law 176; law  
 No. 176; copyright law; Ohm's, etc.

League, Urban; the league

Legal Adviser of the Department of  
 State; the Legal Adviser

Legation, Finnish, etc.; the Legation

Legion:

American; the Legion; a Legionnaire;  
 French Foreign; the legion

Legislative Assembly, if part of name:  
 of New York; the legislative assem-  
 bly; the assembly

Legislative Assembly—Continued  
 of Puerto Rico; the legislative assembly; the assembly  
 legislative branch, clerk, session, etc.  
 Legislature:

National Legislature (U.S. Congress); the Legislature  
 Ohio Legislature; Legislature of Ohio; the legislature  
 lend-lease materials, etc. (see also Act)  
 Letters Patent No. 378,964; *but* patent No. 378,964; letters patent  
 Levant, the (Mediterranean region)  
 Liberty Bell; Liberty ship  
 Librarian of Congress; the Librarian  
 Library:

Army; the library  
 Franklin D. Roosevelt; the library of Congress; the Library  
 Public (District of Columbia); the library

Lieutenant Governor of Idaho, etc.; the Lieutenant Governor

Light, if part of name; the light:  
 Boston

Buffalo South Pier Light 2; *but* light No. 2; light 2

*but* Massachusetts Bay lights

Lighthouse (see Light Station)

Lightship, if part of name; the lightship:

Grays Reef Lightship  
 North Manitowish Shoal Lightship

Light Station, if part of name; the light station; the station:

Minot Ledge Light Station  
 Watch Hill Light Station

Line(s), if part of name; the line(s):

Burlington Lines (railroad)  
 Greyhound Line (bus)  
 Holland-America Line (steamship)

line:

DEW  
 maginot  
 Mason-Dixon line *or* Mason and Dixon's line

Pinetree  
 State

Little Inch; Big Inch (pipelines)

Little Steel formula, etc.

Local: Teamsters Local Union No. 15; *but* local No. 15

local time, local standard time (see time)

Loop, the (see cities)

Louisiana Purchase

Low Church

Lower, if part of name:

California (Mexico)  
 Colorado River Basin  
 Egypt  
 Peninsula (of Michigan)  
*but* lower (or upper) House of Congress; lower Mississippi

Mafia

Magna Carta

Majesty, His, Her (see His Majesty)

Majority Leader Mansfield; *but* the majority leader (U.S. Congress)  
 Mall (see District of Columbia)

Manager, General Manager (AEC), if referring to head of Federal or District of Columbia unit

Mansion, Executive (see Executive)

map 3, A, II, etc.; *but* Map 2, when part of title: Map 2.—Railroads of Middle Atlantic States

Marine Corps; the corps:

man

Marines (the corps); *but* marines (individuals)

Organized Reserve; the Reserve  
*also* a marine, a woman marine, the women marines (individuals)

Maritime Provinces (Canada) (see Province)

market grades and classes:

U.S. grade A

Western, Mixed, Malting Two-rowed (barley)

Red Kidney, U.S. No. 2 Pea (beans)

Prime, Choice, Good (cattle)

Yellow, White, Mixed, Dent (corn)

Middling, Strict Good Ordinary, Strict Low Middling, Good Ordinary, etc. (cotton)

Timothy Light Clover Mixed, Upland Prairie (hay)

White, Red, Mixed (oats)

Yellow, Black, Mixed (soybeans)

Flue-cured, Fire-cured, Cigar-wrapper (tobacco)

Hard Red Spring, Red Durum, Durum, Hard Red Winter, White, Mixed, etc. (wheat)

Grade 60's, or one-half blood (wool)

Marshal (see Supreme Court)

Marshall plan (see plan)

Mason-Dixon line (see line)

M-day

medals (see decorations)

Medicare Act; medicare plan

Member, if referring to Senator, Representative, Delegate, or Resident Commissioner of U.S. Congress; *also*

Member at Large; Member of Parliament, etc.; *but* membership; member of U.S. congressional committee

Memorial Parkway, George Washington (see Parkway)

Merchant Marine Reserve; the Reserve; *but* U.S. merchant marine; the merchant marine

Metropolitan Washington, etc.; *but* Washington metropolitan area

midcontinent region

Middle Ages (see Ages)

Middle Atlantic States

Middle East; Mideast; Mideastern; Middle Eastern (Asia)

middle Europe

Middle West, Midwest (section of United States)

Middle Western States; *Midwestern States; but midwestern farmers, etc.*  
 Midsouth (section of United States)  
 Military Academy (see Academy)  
 Military Establishment (see Establishment)  
 Militia, if part of name; the militia:  
   1st Regiment Ohio  
   Indiana  
   Naval  
   of Ohio  
   Organized  
 milkshed, Ohio, etc. (region)  
 Minister Plenipotentiary; the Minister;  
   Minister Without Portfolio (see also foreign cabinets)  
 Ministry (see foreign cabinets)  
 Minority Leader Martin; *but the minority leader (U.S. Congress)*  
 Mint, Philadelphia, etc.; the mint  
 minutemen (colonial)  
 Mission, if part of name; the mission:  
   Gospel Mission  
   Mission 66  
   *but diplomatic mission; military mission; Jones mission*  
 Monroe Doctrine (see Doctrine)  
 Monument:  
   Bunker Hill; the monument  
   Grounds; the grounds (District of Columbia)  
   National (see National)  
   Washington; the monument (District of Columbia)  
 Moon (see rule 3.30)  
 Mountain States  
 mountain time, mountain standard time (see time)  
 Mr. Chairman; Mr. Secretary; etc.  
 Museum, capitalize with name; the museum:  
   Army Medical; the Medical Museum  
   Field  
   National  
   National Air; the Air Museum  
 mutual defense assistance program

Nation (synonym for United States); *but a nation; nationwide; also French nation, Balkan nations*  
 Nation, Creek; Osage; etc.; the nation  
 nation, in general, standing alone  
 National, in conjunction with capitalized name:  
   Academy of Sciences (see Academy)  
   and State institutions, etc.  
   Archives, the (see The)  
   Capital (Washington); the Capital  
   Forest (see Forest)  
   Gallery of Art; the National Gallery; the gallery  
   Grange; the Grange  
   Guard, Ohio, etc.; Air National; the National Guard; the Guard; a guardsman; *but a National Guard man; National Guardsman*

National—Continued  
 Institute (see Institute)  
 Legislature (see Legislature)  
 Monument, Muir, etc.; the national monument; the monument  
 Museum (see Museum)  
 Naval Medical Center (Bethesda, Md.)  
 Park, Yellowstone, etc.; Yellowstone Park; the national park; the park  
 Treasury; the Treasury  
 War College  
 Woman's Party; the party  
 Zoological Park (see Zoological)

national:  
 agency check (NAC)  
 anthem, customs, spirit, etc.  
 British, Mexican, etc.  
 defense agencies  
 stockpile  
 water policy (see policy)

Native, Alaska; *but Ohio native, etc.*  
 Naval, if part of name:  
   Academy (see Academy)  
   Base, Guam Naval; the naval base  
   District, 1st Naval (see District)  
   Establishment (see Establishment)  
   Home (Philadelphia); the home  
   Militia; the militia  
   Observatory (see Observatory)  
   Potomac River Naval Command (see Command)  
   Reserve; the Reserve; a reservist  
   Reserve Force; the force  
   Reserve officer; a Reserve officer  
   Shipyard (if preceding or following name): Brooklyn Naval Shipyard; Naval Shipyard, Brooklyn; *but the naval shipyard*  
   Station (if preceding or following name): Key West Naval Station; Naval Station, Key West; the station  
   Volunteer Naval Reserve  
   War College; the War College; the college  
   Weapons Plant; the weapons plant; the plant

naval, in general sense:  
 command (see Command)  
 district (see District)  
 expenditures, maneuvers, officer, service, stores, etc.  
 petroleum reserves; *but Naval Petroleum Reserve No. 2 (Buena Vista Hills Naval Reserve); reserve No. 2*  
 navel orange  
 Navy, American or foreign, if part of name; capitalized standing alone only if referring to U.S. Navy:  
   Admiral of the; the admiral  
   Battle Force; the Battle Force; the force  
   Establishment; the establishment  
   Hospital Corps; hospital corpsman; the corps  
   navy yard



**Navy—Continued**

Regular  
 regulation 56  
 Scouting Force; the scouting force;  
 the force  
 Seabees (construction battalion); a  
 Seabee  
 7th Task Force (see Force)  
 Nazi; nazism  
 Near East (Balkans, etc.)  
 Negro; Negress  
 Network, Red, Blue; the network  
 New Deal; anti-New Deal  
 New, if part of name: New Willard  
 New England States  
 New World  
 Niagara Frontier; the frontier  
 Nike-Ajax, etc.  
 Nine Power Treaty; the treaty  
 North:  
 Atlantic  
 Atlantic Pact (see Pact)  
 Atlantic States  
 Atlantic Treaty (see Treaty)  
 Atlantic Treaty Organization (see  
 Organization)  
 Equatorial Current (see Current)  
 Korea  
 Pole  
 Slope (Alaska)  
 Star (Polaris)  
 the North (section of United States)  
 Vietnam  
 north:  
 Africa  
 Ohio  
 north-central region, etc.  
 northern Ohio  
 Northern States  
 northerner  
 Northwest Pacific  
 Northwest Territory (1799)  
 Northwest, the (section of United  
 States)  
 Northwest Washington (see cities)  
 Northwestern:  
 States  
 United States  
 numbers capitalized if spelled out as  
 part of a name:  
 Charles the First  
 Committee of One Hundred  
 Fourteenth Census (see Census)  
 Observatory, capitalized with name:  
 Astrophysical; the Observatory  
 Lick; the observatory  
 Naval; the Observatory  
 Occident, the; occidental  
 Ocean, if part of name; the ocean:  
 Antarctic  
 Arctic  
 Atlantic  
 North Atlantic, etc.  
 Pacific  
 South Pacific, etc.  
 Southwest Pacific, etc.

Oceanographer (the Hydrographer),  
 Navy  
 Office, if referring to unit of Federal or  
 District of Columbia Government;  
 the Office:  
 Chicago Operations Office, etc.  
 (AEC); the Operations Office  
 Executive  
 Foreign (see foreign cabinets)  
 General Accounting Office; the Ac-  
 counting Office  
 Government Printing; the Printing  
 Office  
 Naval Oceanographic  
 New York regional office (including  
 branch, division, or section there-  
 in); the regional office; the office  
 of Alien Property  
 of Chief of Naval Operations  
 of Education  
 of Experiment Stations  
 of Management and Budget  
 of the Secretary (Defense); Secre-  
 tary's Office  
 Patent  
 officer:  
 Army  
 Marine; *but* naval and marine officers  
 Navy; Navy and Marine officers  
 Regular Army; Regular; a Regular  
 Reserve  
 WAC, WAVE  
 Old Dominion (Virginia)  
 Old South  
 Old World  
 Olympic games; Olympiad; XI Olympic  
 games  
 Operation Deep Freeze, Snowdrop,  
 etc.; *but* Deep Freeze operation  
 Order of Business No. 56 (congres-  
 sional calendar)  
 Ordnance:  
 Corps (see Corps)  
 Department; the Department  
 Depot (see Depot)  
 Organization, if part of name; capital-  
 ized standing alone if referring to  
 international unit:  
 Educational, Scientific, and Cultural  
 (UNESCO)  
 International Labor  
 North Atlantic Treaty (NATO):  
 Chiefs of Staff  
 Committee of Defense Ministers  
 Council  
 Council of Foreign Ministers  
 Defense Committee  
 Military Committee  
 Military Production and Supply  
 Board  
 mutual defense assistance program  
 Pact (see Pact)  
 Regional Planning Group; the Group  
 Standing Group; the Group  
 of American States (formerly Pan  
 American Union)

**Organized:**

Marine Corps Reserve; Marine Reserve; the Reserve  
 Militia; the militia  
 Naval Militia; the Naval Militia; the militia  
 Reserve Corps; the Reserve  
 Orient, the; oriental  
 Outer Continental Shelf (see Continental)

**Pacific (see also Atlantic):**

coast  
 Coast (*or* Slope) States  
 Northwest  
 Northwest Pacific  
 seaboard  
 slope  
 South Pacific  
 States  
 time, Pacific standard time (see time)  
*but* cispacific; transpacific

**Pact, capitalized with name; lowercased standing alone:**

Atlantic; Atlantic Defense  
 Baghdad  
 Four Power  
 Kellogg  
 North Atlantic; North Atlantic Defense

**pan-American games; *but* Pan American Day****Pan American Union (see Organization of American States)****Panel, Atomic Energy Labor-Management Relations (Federal), etc; the Panel****Panhandle of Texas; Texas Panhandle; the panhandle; etc.****papers, Woodrow Wilson, etc.; the papers; *but* white paper****Parish, Caddo, etc.; *but* parish of Caddo (Louisiana civil division); the parish****Park, Fairmount, etc.; the park (see also National)****Park Police, U.S. (District of Columbia); park policeman****Park, Zoological (see Zoological)****Parkway, George Washington Memorial; the memorial parkway; the parkway****Parliament, Houses of; the Parliament****Parliamentarian (U.S. Senate or House)****part 2, A, II, etc.; *but* Part 2, when part of title: Part 2:¹³ Iron and Steel Industry****party, political (see political parties)****Pass, Brenner, capitalized if part of name; the pass****patent (see Letters Patent)****Peninsula, Upper (Lower) (Michigan); the peninsula****Penitentiary, Albany, etc.; the penitentiary****Permanent Court of Arbitration (see Court)****phase 2****Philippine Republic (see Republic)****Pilgrim Fathers (1620); the Pilgrims; a Pilgrim****Place, if part of name: Jefferson Place; the place****Plains (Great Plains), the****plan:****Colombo****controlled materials****5-year****Marshall (European recovery program)****Reorganization Plan No. 6 (Hoover Commission); plan No. 1****Planetarium, Fels, Hayden; the planetarium****Plant, Rockford Arsenal; the plant; *but* Savannah River (AEC) plant;****United States Steel plant****plate 2, A, II, etc.; *but* Plate 2, when part of title: Plate 2.—Rural Structures****Plaza, Union Station (Washington, D.C.); the plaza****Pledge of Allegiance****point 4; point 4 program****Pole: North, South; the pole; subpolar****Pole Star (Polaris); polar star****Police, if part of name; the police:****Capitol****Metropolitan (District of Columbia)****Park, U.S. (District of Columbia)****White House****policy, national water****political parties and adherents (Party, if part of name; the party):****Communist; a Communist; a Commie****Conservative; a Conservative****Democratic; a Democrat****Free Soil; a Free Soiler****Independent; an Independent****National Woman's; Woman's Party****Progressive; a Progressive****Republican; Grand Old Party; *but* grand old Republican Party; a Republican****Socialist; a Socialist****States' Rights; States' Righter; a Dixiecrat; *but* States rights (in general sense)****Pool, Northwest Power, etc.; the pool****Pope; *but* papal, patriarch, pontiff, primate****Port, if part of name; Port of Norfolk; Norfolk Port; the port (see Authority)****Post Office, Chicago, etc.****P.O. Box (with number); *but* post office box (in general sense)****Postal Union (see Union)****Postmaster General****Powers, if part of name; the powers (see also alliances)****Allied (World Wars I and II)****Axis (World War)****Big Four**¹³ See footnote 2, p. 34.

**Powers—Continued**

Western Powers  
*but* European powers  
 precinct; first, 11th precinct (see rule 12.10)

Premier (see foreign cabinets)

Preserve, Wichita National Forest Game, etc.; Wichita Game Preserve; Wichita preserve

Presidency (office of head of government)  
 President:

of the United States; the Executive; the Chief Magistrate; the Commander in Chief; the President-elect; ex-President; former President; also preceding name

of any other country; the President of Federal or international unit  
*but* president of the Erie Railroad; president of the Federal Reserve Bank of New York▲

Presidential assistant, authority, order, proclamation, candidate, election, timber, year, etc.

Prime Minister (see foreign cabinets)

Prison, Auburn, etc.; the prison

Privy Council, His Majesty's (see Council)

Prize, Nobel, Pulitzer, etc.; the prize

Proclamation, Emancipation; Presidential Proclamation No. 24; Proclamation No. 24; the proclamation; *but* Presidential proclamation

program:

European recovery  
 food-for-peace  
 mutual assistance  
 mutual defense assistance  
 point 4  
 universal military training

project:

Central Valley  
 Manhattan  
 McNary Dam  
 Rochester atomic energy  
 University of California atomic energy

Project Farside, Sidewinder, Vanguard, etc.; *but* Vanguard project

Project Head Start

Province, Provincial, if referring to an administrative subdivision: Ontario Province; Province of Ontario; Maritime Provinces (Canada); the Province

Proving Ground, Aberdeen, etc.; the proving ground

Public Act 26; Public Law 9; Public 37; Public Resolution 3; *also* public enemy No. 1

Public Printer; the Government Printer; the Printer

public utility district (see District)

Pueblo, Santa Clara; the pueblo

Puerto Rico:

government  
 Governor of; the Governor

**Puerto Rico—Continued**

Legislative Assembly of; the legislative assembly

Provisional Regiment; *but* Puerto Rico regiment

Resident Commissioner

Purchase, Gadsden, Louisiana, etc.

Puritan; puritanical

Quad Cities (Davenport, Rock Island, Moline, and East Moline)

Radio Free Europe

Railroad, Alaska; the Railroad

Ranch, King, etc.; the ranch

Range, Cascade, etc. (mountains); the range

Rebellion, if part of name; the rebellion:

Boxer

Great (Civil War)

War of the

Whisky

Reconstruction period (post-Civil War)

Red army

Red Cross, American (see American)

Reds, the; a Red (political)

Reformation, the

Reformatory, Elmira, etc.; the reformatory

Refuge, Blackwater Migratory Bird, etc.; Blackwater Bird Refuge; Blackwater refuge

region, north-central, etc.; first region, 10th region (see rule 12.0); mid-continent

Register of the Treasury; the Register

Regular Army, Navy; a Regular (see also officer)

regulation:

ceiling price regulation 8

56 (Navy)

supplementary regulation 22

Veterans Regulation 8; *but* veterans regulations

W (see also Federal Reserve Board)

Reign of Terror (France, 1792)

religious terms:

Bahai

Baptist

Brahman

Buddhist

Catholic; Catholicism; *but* catholic (universal)

Christian

Christian Science

Evangelical United Brethren

Hebrew

Latter-day Saints

Mohammedan

New Thought

Protestant; Protestantism

Seventh-day Adventists

Seventh-Day Baptists

Zoroastrian

Renaissance, the (era)

reorganization plan (see plan)



- Report, if part of name (with date or number); the annual report; the report:  
 Annual Report of the Secretary of Defense for the year ended June 30, 1950  
 Hoover Commission Report on Paperwork; *but* Hoover Commission report; Hoover report; task force report  
 1950 Report of the Chief of the Forest Service  
 President's Economic Report; the Economic Report  
 Report No. 31  
 Railroad Retirement Board Annual Report, 1950; *but* annual report of the Railroad Retirement Board  
 17th Annual Report of the Public Printer; *but* 17th annual report  
 U.S. Reports (publication)  
 Reporter, the (U.S. Supreme Court)  
 Representative; Representative at Large (U.S. Congress); U.N.  
 Republic, capitalized if part of name; capitalized standing alone if referring to a specific government:  
 French  
 Irish  
 of Panama  
 of the Philippines; Philippine Republic  
 United Arab  
 United States  
*also* the American Republics; the Latin American Republics; South American Republics; the Republics  
 Reservation (forest, military, or Indian), if part of name; the reservation:  
 Great Sioux  
 Hill Military  
 Reserve, if part of name; the Reserve (see also Air Force; Army Corps; Foreign Service; Marine Corps; Merchant Marine; Naval):  
 Active  
 Air Force  
 Army  
 bank (see Bank)  
 Board, Federal (see Federal)  
 city (see Bank)  
 Civil Air Patrol  
 components  
 Enlisted  
 Establishment  
 Inactive  
 Naval  
 officer  
 Officers' Training Corps  
 Ready  
 Retired  
 Standby  
 Volunteer Naval  
 Women's (see Women's Reserve)  
 Reserves, the; reservist  
 Resident Commissioner (see Member; Puerto Rico)  
 Resolution, with number; the resolution:  
 House Joint Resolution 3  
 Public Resolution 6  
 Resolution 42  
 Senate Concurrent Resolution 18  
*but* Kefauver resolution  
 Revised Statutes (U.S.); Supplement to the Revised Statutes; the statutes  
 Revolution, Revolutionary (if referring to the American, French, or English Revolution) (see also War)  
 Road, if part of name: Benning; the road  
 Roman numerals, common nouns used with, not capitalized:  
 book II; chapter II; part II; etc.  
*but* Book II;¹³ Modern Types (complete heading); Part XI;¹³ Early Thought (complete heading)  
 route No. 12466; mail route 1742; railway mail route 1144; *but* Route 40, State Route 9 (highways)  
 Royal Decree No. 24; Decree 24; the royal decree  
 rule 21; rule XXI; *but* Rule 21, when part of title: Rule 21;¹³ Renewal of Motion  
 Ruler of the Universe (Deity)  
 Rules:  
 of the House of Representatives; *but* rules of the House  
 Standing Rules of the Senate (publication); *but* rules of the Senate  
*also* Commission rules  
 Sabbath; Sabbath Day  
 sanitary district (see District)  
 savings bond (see bond)  
 schedule 2, A, II, etc.; *but* Schedule 2, when part of title: Schedule 2;¹⁴  
 Open and Prepay Stations  
 School, if part of name; the school:  
 any school of the U.S. Army or Navy  
 Hayes  
 Pawnee Indian  
 school district (see District)  
 Scriptures; Holy Scriptures (the Bible)  
 Seabees (see Navy)  
 seaboard, Atlantic, eastern, etc.  
 seaway (see geographic terms; Authority; Corporation)  
 Second World War (see War)  
 Secretariat (see United Nations)  
 Secretaries of the Army and the Navy; *but* Secretaries of the military departments; secretaryship  
 Secretary, head of national governmental unit:  
 of Defense; of State; etc.; the Secretary  
 of State for Foreign Affairs (British); for the Colonies; etc.; the Secretary of the Smithsonian Institution; the Secretary

¹⁴ See footnote 2, p. 34.

**Secretary**—Continued  
*also* the Assistant Secretary; the Executive Secretary  
*but* secretary of the Interstate Commerce Commission; secretary of state of Iowa

**Secretary General:** the Secretary General;

Organization of American States (formerly Pan American Union)

South Pacific Commission

United Nations

section 2, A, II, etc.; *but* Section 2, when part of title: Section 2: ¹⁵ Test Construction Theory

Selective Service (see Service; System)

**Senate** (U.S.), titles of officers standing alone capitalized:

Chaplain

Chief Clerk

Doorkeeper

Official Reporter(s)

Parliamentarian

Postmaster

President of the

President pro tempore

Presiding Officer

Secretary

Sergeant at Arms

**Senate**, Ohio (State); the senate

**Senator** (U.S. Congress); *but* lower-cased if referring to a State senator, unless preceding a name

**senatorial**

Sergeant at Arms (U.S. Senate or House)

Sermon on the Mount

**Service**, if referring to Federal or District of Columbia unit; the Service:

Customs Agency

Employment

Extension

Fish and Wildlife

Foreign (see Foreign Service)

Forest

Immigration and Naturalization

Internal Revenue

Mediation and Conciliation

National Park

Officer Procurement

Postal

Postal Transportation

Secret (Treasury)

Selective (see also System); *but* selective service, in general sense; selective service classification I-A, 4-F, etc.

Soil Conservation

**service:**

airmail

Army

city delivery

consular

customs (see Bureau)

diplomatic

**service**—continued  
 employment (State)

extension (State)

general delivery

naval

Navy

parcel post

postal field

railway mail (see Division)

rural free delivery; rural delivery;

free delivery

special delivery

star route

Shelf, Continental (see Continental)

ship of state (unless personified)

Sister(s) (adherent of religious order)

Six Nations (see Indians)

Smithsonian Institution (see Institution)

Social Security district officer

Social Security representative

Social Security (Administration implied in these examples)

*But* in general sense:

social security application

social security medical report

Socialist; socialism; socialistic (see also political parties)

**Society**, if part of name; the society:

American Cancer Society, Inc.

Boston Medical

of the Cincinnati

soil bank

**soil names:**

Alpine Meadow

Bog

Brown

Chernozem

(Black)

Chestnut

Desert

Gray-Brown

Podzolic

Half Bog

Laterite

Pedalfer

Pedocal

Soldiers' Home, if part of name:

Ohio Soldiers' Home; the soldiers' home; etc.

Soldiers' Home, the (District of Columbia only); the home

Solicitor for the Department of Commerce, etc.; the Solicitor

Solicitor General (Department of Justice)

Son of Man (Christ)

Sons of the American Revolution (organization); a Son; a Real Son

**South:**

American Republics (see Republic)

American States

Atlantic

Atlantic States

Deep South (U.S.)

Korea

Mid-south (U.S.)

Pacific

¹⁵ See footnote 2, p. 84.

## South—Continued

Pole  
 the South (section of United States);  
 Southland  
 Vietnam  
 Southeast Asia  
 southern California, southeastern California, etc.  
 Southern States  
 Southern United States  
 southerner  
 Southwest, the (section of United States)  
 Soviet (see U.S.S.R.)  
 Spanish-American War (see War)  
 Special Order No. 12; Special Orders, No. 12; a special order  
 Speedway, the (see District of Columbia)  
 Spirit of '76 (painting); *but* spirit of '76 (in general sense)  
 spring (season)  
 sputnik; *but* Sputnik I, etc.  
 Square, Lafayette, etc.; the square  
 Staff, Foreign Service (see Foreign Service); Air  
 Staked Plain  
 standard time (see time)  
 Star of Bethlehem  
 Star-Spangled Banner (see flag)  
 state:

and church  
 of the Union message  
 statehood, statehouse, stateside, statewide  
 downstate, tristate, upstate  
 welfare

## State:

government  
 legislature (see Legislature)  
 line, Iowa, Ohio-Indiana, etc.  
 New York  
 of Israel  
 of Pennsylvania  
 of Veracruz  
 out-of-State (adjective); *but* out-of-stater  
 prison  
 rights; States rights  
 Vatican City

## State's attorney

## state's evidence

## States:

Arab  
 Balkan  
 Baltic  
 Communistic  
 Eastern; *but* eastern industrial States  
 East North Central  
 East South Central  
 Eastern Gulf  
 Eastern North Central, etc.  
 Far Western  
 Gulf; Gulf Coast  
 Lake  
 Latin American  
 Middle

## States—Continued

Middle Atlantic  
 Middle Western  
 Midwestern  
 Mountain  
 New England  
 North Atlantic  
 Northern  
 Northwestern, etc.  
 Organization of American Pacific  
 Pacific Coast  
 rights  
 South American  
 South Atlantic  
 Southern  
 the six States of Australia; a foreign state  
 Thirteen Original; original 13 States  
 West North Central  
 West South Central  
 Western; *but* western Gulf; western farming States  
 Station, if part of name; the station; not capitalized if referring to surveying or similar work:  
 Grand Central  
 Key West Naval (see Naval)  
 Nebraska Experiment Station; Experiment Station, Nebraska; Nebraska station  
 Syracuse Air Force  
 television station WSYR-TV  
 Union; Union Depot; the depot  
 WRC station; station WRC; radio station WRC; broadcasting station WRC  
 substation A

## Statue of Liberty; the statue

## Statutes at Large (U.S.) (see also Revised Statutes)

## stockpile, national

## stone age (see Ages)

## Stream, Gulf (see Gulf; Geographic terms)

## Street, if part of name; the street:

I Street (not Eye)

Fifteen-and-a-Half

110th Street

## subcommittee (see Committee)

## Subtreasury, New York, etc.; subtreasury at New York; the subtreasury

## subtropical, subtropic(s) (see tropical)

## summer

## summit meeting

## Sun (see rule 3.30)

## Superintendent, if referring to head of Federal or District of Columbia unit; the Superintendent:

of Documents (Government Printing Office)

of the Naval (or Military) Academy  
 Supplement to the Revised Statutes (see Revised Statutes)

Supreme Bench; the Bench; *also* High Bench; High Tribunal



Supreme Court (U.S.); the Court; *also* High Court; titles of officers standing alone capitalized:

Associate Justice; Justice

Chief Justice

Clerk

Marshal

Reporter

Surgeon General, the (Army, Navy, and Public Health Service)

Survey, if part of name of Federal or District of Columbia unit; the Survey: Coast and Geodetic; Geological; National Wilderness Preservation

System, if referring to Federal or District of Columbia unit; the System: Alaska Communication System; the system

Federal Credit

Federal Home Loan Bank

Federal Reserve

National System of Interstate and

Defense Highways; National System of Interstate Highways;

Interstate System of Highways;

Interstate Highway System; the Interstate System; the National

System; the system; *but* highway

system; Federal road system

National Trails

National Wild and Scenic Rivers

New York Central System

Selective Service (see also Service)

*but* Pennsylvania Railway system;

Pennsylvania system; Bell System,

the system

*also* Federal land bank system

table 2, II, A, etc.; *but* Table 2, when part of title: Table 2: ¹⁶ Degrees of

Land Deterioration

task force (see Force; Report)

Teacher Corps

Team, USAREUR Field Assistance, etc.; the team

television station (see Station)

Territorial, if referring to a political subdivision

Territory:

Northwest (1799); the territory

Trust Territory of the Pacific Islands, Pacific Islands Trust Territory; the trust territory, the territory

Yukon, Northwest Territories; the Territory (ies), Territorial (Canada)

*but* territory of: American Samoa, Guam, Virgin Islands

The, part of name, capitalized:

The Adjutant General (only when so in copy)

The Dalles; The Gambia; The Hague.

The Weirs; *but* the Dalles Dam;

the Dalles region; the Hague Conference; the Weirs streets

The—Continued

*but* the National Archives; the Archives; the Times; the *Mermaid*;

the Federal Express

Thirteen American Colonies, etc. (see Colonies)

Thirteen Original States

Thruway, New York; the thruway time:

Atlantic, Atlantic standard

central, central standard

eastern, eastern daylight, eastern standard

Greenwich civil, etc.

local, local standard

mountain, mountain standard

Pacific, Pacific standard

universal

title 2, II, A, etc.; *but* Title 2, when part of title: Title 2: ¹⁶ General Provisions

Tomb:

Grant's; the tomb

of the Unknown Soldier; Unknown

Soldier's Tomb; Tomb of the Unknowns; the tomb (see also Unknown Soldier)

Tower, Eiffel, etc.; the tower

Township, Union; township of Union

trade names and trademarks:

Airwick

Alemite

Alpha (protein)

Al Si Mag

Alumel

Alundum

Ameripol

Anchor (fence)

Areskap

Aresket

Aresklene

Artgum

Bactratycin

Bakelite

Benzedrine

Black Leaf 40

Blendor (Waring)

Blue Rock (clay target)

Bobbie (bobby pin)

Calgon

Calrod

Carbitol

Carbofrax

Carborundum

Catalin

Caterpillar (tread)

Celanese

Celastic

Cellosolve

Cellucotton (surgical dressing)

Celluloid (plastics)

Celotex

Chevron (machinery packing)

Chlorex

Chromel (alloy)

CinemaScope

Coca-Cola

Coke

Conelrad

Corex

Crawlers

Cyclone (fence)

Dacron

Danforth (anchor)

Decalin

Deepfreeze (home freezer)

De-Ion

Ditto

Dry Ice

Dulux

Duraloy

Duraplex

Electro-Silicon

Elektron

Emulphor

Fairprene

Formica

Fathometer

Fiberglas (also fiber glass in general sense)

Fig Newtons

Filtrol

Foamite

¹⁶ See footnote 2, p. 34

## Trade names and trademarks—Con.

Freon	Phosphor bronze
Frigidaire	Photostat
	Photronic
Geon	Phytin (pharmaceutical product)
Glyptal	Ping-pong
Go Kart	Plastacele
Gyropilot	Plexiglas
Gyrosyn	Pliofilm
	Pliolite
Hercolyn	Pliowax
Hush Puppies (shoes)	Polane
Hydrosal	Polaroid
Hyex	Polymerin
	Porocel
Igepon	Primacord
Inconel	Push-Back (theater chairs)
Intertype (type-setting)	Pyralin
Invar	Pyrex glass
Iron-Clad (batteries)	
	Refinite
Jeep	Resinox
	Revertex
	Rocklath (plaster-board)
Kiddie Kar	Rockwell (tester)
Klaxon	Royal typewriter
Kleenex	
Kodak	Sanforized
Kodapak	Santomerse
Koroseal	Scotch (pressure-sensitive tape, etc.)
Kovar	
Lastex	Shakeproof
Laundromat	Sheetrock
Lavite	Shredded Wheat
Leatherette	Slim Jims
Lexide	Snow Crop
Library (paste)	Solid Circuit
Lift Gate	Solvesso
Linotype	Speed-Nut (fastener)
Lollypop	Steel-Flex
Lucite	Stellite
Lux	Steri-Pad (surgical dressing)
Masonite	Stiflex
Methocel	Sylphon
Micarta	Sylphrap
Mimeograph	Synpor
Modutrol	Syntron
Monel (metal)	
Monotype	Talon (fastener)
Mycalex	Technicolor
	Teflon
Nekal	Teletype
Nichrome	Terramycin
Nicofume	Textolite
Nitralloy	Thermit
Nonex	Thermofax
Orlon	Thermos (vacuum bottle)
	Thiokol
Paraplex	Transite
Peg Board	
Perbunan	
Permutit	

## Trade names and trademarks—Con.

Uformite	Vistac
Univac	Vistanex (-Medium)
Urotropin	Vultex
Vacumatic	Windbreaker
Varsol	
Vaseline	Xerox
Verichrome	
Victrola	Zip
Vinylite	Zipper (heels)
Viscoloid	
transatlantic; transpaciñc; trans-Siberian, etc.; <i>but</i> Transjordan	
Treasurer, Assistant, of the United States; the Assistant Treasurer; <i>but</i> assistant treasurer at New York, etc.	
Treasurer of the United States; the Treasurer	
Treasury notes; Treasurys	
Treasury, of the United States; General; National; Public; Register of the Treaty, if part of name; the treaty:	
Jay Treaty	
North Atlantic; North Atlantic Defense	
of Versailles	
<i>but</i> treaty of 1919	
Tribunal, standing alone capitalized only in minutes and official reports of a specific arbitration; <i>also</i> High Tribunal; the Tribunal (Supreme Court)	
Tricolor (see flags)	
Triple A (any three A group)	
Trizonia; trizonal; trizone	
Tropic of Cancer, of Capricorn; the Tropics	
tropical; neotropic, neotropical; subtropic(s), subtropical	
Trust, Power, etc.	
trust territory (see Territory)	
Tunnel, Lincoln, etc.; the tunnel; <i>but</i> irrigation, railroad, etc., tunnel	
Turnpike, Pennsylvania, etc.; the turnpike	
Twin Cities (Minneapolis and St. Paul)	
U-boat	
Under Secretary, if referring to officer of Federal Government; the Under Secretary:	
of Agriculture	
of State	
of the Treasury	
Uniform Code of Military Justice (see Code)	
Union, if part of proper name; capitalized standing alone if synonym for United States or if referring to international unit:	
European Payments; the Union	
International Typographical; the Typographical Union; the union	
Pan American (see Organization of American States)	
Station; <i>but</i> union passenger station; union freight station	

## Union—Continued

- Teamsters Union; the Teamsters; the union; *also* the Auto Workers, etc.
- Universal Postal; the Postal Union; the Union
- Western (see alliances)
- Woman's Christian Temperance *but* a painters union; printers union
- Union Jack (see flags)
- Union of Soviet Socialist Republics (see U.S.S.R.)
- Unit, if referring to Federal or District of Columbia branch; the Unit:
  - Alcohol Tax
  - Income Tax
  - but* Pasco unit
- United Nations:
  - Charter; the charter
  - Children's Fund (UNICEF); the Fund
  - Conference on International Organization; the Conference
  - Economic and Social Council; the Council
  - Educational, Scientific, and Cultural Organization (UNESCO) (see Organization)
  - Food and Agriculture Organization (FAO); the Organization
  - General Assembly; the Assembly
  - International Court of Justice; the Court
  - International Labor Organization (see Organization)
  - Little Assembly; the Assembly
  - Permanent Court of Arbitration (see Court)
  - Secretariat, the
  - Secretary General
  - Security Council; the Council
  - Special United Nations Fund for Economic Development (SUNFED)
  - Trusteeship Council; the Council
  - World Health Organization (WHO); the Organization
- universal:
  - military training (see program)
  - time (see time)
- Universal Postal Union (see Union)
- University, if part of name: Stanford; the university
- Unknown Soldier; Unknown of World War II; World War II Unknown; Unknown of Korea; Korea Unknown; the Unknowns (see also Tomb)
- Upper, if part of name:
  - Colorado River Basin
  - Egypt
  - Peninsula (of Michigan)
  - but* upper House of Congress
- U.S.S.R. (Union of Soviet Socialist Republics):
  - Cominform (Communist Information Bureau)
  - Communist International
  - Communist States

## U.S.S.R.—Continued

- Politburo
- Red army
- Reds, the; a Red
- Soviet, if part of name; capitalized standing alone if referring to central governmental unit:
  - Government; *but* Communist government
  - Moscow
  - National
  - of Labor and Defense
  - S.S.S.R. (Siberian Soviet Socialist Republics)
  - but* a soviet; sovietic; sovietism; sovietize
- Valley, Shenandoah, etc.; the valley; *but* the valleys of Maryland and Virginia
- Vari-Typer (trade name); *but* varityped, varityping
- V-E Day; V-J Day (see holidays)
- veteran, World War
- Veterans' Administration (see Administration)
- Veterans Day (see holidays)
- vice consul, British, etc.
- Vice President (same as President)
- Victoria Cross (see decorations)
- Victory:
  - bond (see bond)
  - ship (pl., Victories)
  - but* victory garden, speaker, etc.
- Vietcong
- Voice of America; the Voice
- volume 2, A, II, etc.; *but* Volume 2, when part of title: Volume 2:¹⁷ Five Rivers in America's Future
- Volunteer Naval Reserve (see Reserve)
- WAC (see Corps)
- War, if part of name:
  - Between the States
  - Civil
  - First World War; World War I; World War; Great War; Second World War; World War II
  - French and Indian (1754-63)
  - Mexican
  - of the Nations
  - of the Rebellion; the rebellion of the Revolution; the Revolution of 1812; *but* war of 1914
  - Philippine Insurrection
  - Revolutionary
  - Seven Years'
  - Spanish
  - Spanish-American
  - the two World Wars
  - also* post-World War II
- war:
  - cold, hot
  - European
  - French and Indian wars
  - Indian

¹⁷ See footnote 2, p. 34.



war—continued

Korean

third world; world war III

with Mexico

with Spain

war bond (see bond)

War College, National (see College)

War Mothers (see American)

ward 1, 2, etc.; first, 11th, etc. (see rule 12.10)

Washington's Farewell Address

water district (see District)

waterway, inland, intercoastal, etc.;

*but* Intracoastal Waterway

Week, Fire Prevention; etc.

welfare state

West:

Coast (Africa); *but* west coast (U.S.)

End, etc. (section of city)

Europe (political entity)

Far West; Far Western States

Florida (1763–1819)

Germany (political entity)

Middle (United States); Midwest

South Central States, etc.

the West (section of United States;

*also* world political entity)

west, western Pennsylvania

Western:

bloc

civilization

countries

Europe (an) (political entity)

Germany (political entity)

Hemisphere; the hemisphere

ideas

North Central States

Powers

States

Union (see alliances)

United States

World

*but* far western; western farming States (U.S.)

Wheat Belt (see Belt)

whip, the (of political party in Congress)

Whisky Rebellion (see Rebellion)

White House:

Blue Room

East Room

Police (see Police)

Red Room

State Dining Room

white paper, British, etc.

Wilderness, capitalized with name; San Joaquin Wilderness, Calif.; the wilderness; *but* the Wilderness (Virginia battlefield)

winter

woman marine, etc. (see Marine Corps)

Women's Army Corps (see Corps)

Women in the Air Force (WAF); a

Waf, Wafs (individuals)

women's lib

Women's Reserve of the Coast Guard

Reserve; Women's Reserve; the

Reserve; SPAR, popular name,

made up of initial letters of motto

*semper paratus—always ready*; a Spar

Women's Reserve of the Naval Reserve;

Women's Reserve; the Reserve;

WAVES (women accepted for volunteer emergency service); a

Wave

Wood, if part of name:

Belleau Wood

House of the Woods (palace)

World, New, Old

World War (see War)

World War II veteran

world's series

X-ray

Year, International Geophysical; the

Geophysical Year; the Year

Young Men's Christian Association

(see Association)

Your Excellency; Your Honor; Your

Majesty; etc.

Youth Corps; the Corps

ZIP code number

Zone, if part of name; the zone:

Bizonia; bizonal

British (in Germany)

Canal (Panama)

Canal Zone Government

Eastern, Western (Germany)

Frigid

New York Foreign Trade; Foreign

Trade Zone No. 1; *but* the foreign trade zone

of Interior (see Command)

Temperate, Torrid; the zone

Trizonia; trizonal

*but* Arctic, eastern standard time, polar, tropical zone, etc.

Zoological Park (National); the zoo; the park

## 5. SPELLING

(See also Compound Words; Abbreviations)

☆5.1. To avoid the confusion and uncertainty of various authorities on spelling, the Government Printing Office must of necessity adopt a single guide for the spelling of words the preferred forms of which are not otherwise listed or provided for in this MANUAL. The guide is Webster's Third New International Dictionary. Unless herein otherwise authorized, the Government Printing Office will continue to follow Webster's spelling. Colloquial and dialect spellings are not to be used unless required by the subject matter or specially requested.

### Preferred and difficult spellings

5.2. In addition to indicating the preferred forms of words with variant spellings, the list also contains other words frequently misspelled or causing uncertainty. (See also Word Division, a supplement to the STYLE MANUAL; for brief description, see p. 2.)

abattoir	aline	attester	boulder
aberration	allottee	autogiro	bourgeoisie
abetter	all ready (prepared)	awhile (for some	breach (gap)
abettor (law)	already (previ-	time)	breach (lower
abridgment	ous)	a while (a short	part)
absorb (take in)	all right	time)	brier
adsorb (adhesion)	altogether	ax	briquet, -ted, -ting
abysmal	(completely)	aye	Britannia
a cappella	all together		broadax
accede (yield)	(collectively)		bronco
exceed (surpass)	aluminum	backward	brunet (masc.,
accepter	ambidextrous	baloney (bun-	fem.)
acceptor (law)	ameba	combe)	buccaneer
accessory	ampoule	bologna (sau-	buncombe
accommodate	analog	sage)	bunion
accordion	analogous	bandanna	bur
accouter	anemia	bargainer	burned
accursed	anesthetic	bargainor (law)	bus, bused, buses,
acetic (acid)	aneurysm	baritone	busing
ascetic (austere)	anomalous	bark (boat)	butadiene
acknowledgment	anonymous	barreled, -ing	
acoustic	antediluvian	bastille	
adapter	antibiotics (n.)	bathyscaph	caffeine
adjurer	antibiotic (adj.)	battalion	calcareous
adjuster	anyway (adv.)	bazaar	calcimine
ad nauseam	anywise (adv.)	behoove	caldron
adviser	appall, -ed, -ing	beneficent	calender (paper
adz	appareled, -ing	benefited	finish)
aegis	aquatic	bettor (wagerer)	caliber
affect (influence)	aqueduct	beveled, -ing	caliper
effect (result)	archeology	biased, -ing	calk
afterward	arrester	bimetallism	calligraphy
aging	artifact	blessed	callus (n.)
aid (n., v.)	artisan	bloc (group)	callous (adj.)
aide	asafetida	blond (masc., fem.)	calorie
aide-de-camp	ascendance, -ant	bluing	canceled, -ing
airplane	ascent (rise)	bombazine	canceler
albumen (egg)	assent (consent)	born (birth)	cancellation
albumin (chem-	assassinate	borne (carried)	candor
istry)	atheneum	bouillon (soup)	canister
		bullion (metal)	cannot

cantaloup	confectionery	discreet (prudent)	enshade
canvas (cloth)	confidant (masc., fem.)	discrete (dis-tinct)	ensheathe
canvass (solicit)	confirmer	disheveled, -ing	ensnare
canyon	confirmor (law)	disk	enthrall
capital (city)	conjurer	dispatch	entrench
capitol (build-ing)	connector	dissension	entrepreneur
carabao (sing., pl.)	connoisseur	distention	entrust
carat (weight)	consecrator	distill, -ed, -ing, -ment	entwine
caret (omission mark)	consignor	distributor	envelop (v.)
carbureted, -ing	consulter	diverter	envelope (n.)
carburetor	consummate	divorcee	enwrap
Caribbean	contradictor	doctrinaire	eon
caroled, -ing	converter	doggerel	epaulet, -ed, -ing
carotene	conveyor	dossier	epiglottis
cartilage	cooky	doweled, -ing	epilog
caster (roller)	coolie	downward	equaled, -ing
castor (oil)	cornetist	draft	erysipelas
casual (unimpor-tant)	corollary	dreadnought	escaloped, -ing
causal (cause)	councilor (of coun-cil)	dreamed	escapable
catalog, -ed, -ing	counselor (ad-viser)	drought	esophagus
cataloger	counseled, -ing	dueled, -ing	esthetic
catsup	cozy	duffelbag	etiology
caviar	crawfish	dullness	evacuee
caviled, -ing	creneled, -ing	dumfound	evanescent
caviler	crystaled, -ing	dwelt	exhibitor
cecum	crystalline	dyeing (coloring)	exhilarate
center	crystallize	dying (death)	exonerate
centipede	cudged, -ing		exorbitant
cesarean	cyclopedia		expellent
chairmaned		eastward	exposé (exposure)
chaise longue	debarkation	ecstasy	(n.)
chancellor	decalog	edema	expose (to lay open) (v.)
channeled, -ing	defense	edgewise	exsiccate
chaperon	demagog	electronics (n.)	extant (in exist-ence)
chautauqua	demarcation	electronic (adj.)	extent (range)
chauvinism	dependent	eleemosynary	extoll, -ed, -ing
check	descendant (n., adj.)	elicit (to draw)	eying
chiffonier	desecrator	illicit (illegal)	eyrie
chili (pepper)	desiccate	embarrass	
chile con carne	desuétude	embed	falderal
chiseled, -ing	detractor	embellish	fantasy
chlorophyll	develop, -ment	emboweled, -ing	farther (distance)
cigarette	device (contriv-ance)	embowler	further (not dis-tance)
citable	devise (convey)	emigrant (go from)	
clamor	dextrous	immigrant (go into)	favor
clew (nautical)	diagramed, -ing	emigree	fecal
clue (other meanings)	diagrammatic	employee	feces
climactic (climax)	dialed, -ing	enameled, -ing	fetal
climatic (cli-mate)	dialog	encage	fetish
cocaine	diaphragm	encase	fetus
coconut	diarrhea	encave	fiber
cocoon	dickey	enclasp	filigree
coleslaw	dieresis	enclose	finable
colloquy	dieretic	enclosure	finagle
colossal	dietitian	encumber	fiord ¹
combated, -ing	diffuser	encumbrance	flammable (not in-flammable)
commingle	dike	encyclopedia	flection
commiserate	dilettante	endorse, -ment	fledgling
complement (com-plete)	dinghy (boat)	enfeebled	flier
compliment (praise)	diphtheria	enforce, -ment	flotage
		engraft	flotation
		enroll, -ed, -ing, -ment	fluorescent
			focused, -ing
			forbade

¹ As common noun; as part of name, follow decisions of U.S. Board on Geographic Names.



forbear (endur- ance, etc.)	hiccup	lacrimal	mil ( $\frac{1}{1000}$ inch)
forebear (ances- tor)	highfalutin	landward	mill ( $\frac{1}{1000}$ dollar)
foresee	hijack	lath (wood)	mileage
forgettable	Hindu	lathe (machine)	miliary (tubercu- losis)
forgo (relinquish)	homeopath	laureled	milieu
forego (precede)	homeward	leitmotiv	milk cow
forswear	homogeneity	lengthwise	millenary (1,000)
fortissimo	homolog	leveled, -ing	millinery (hats)
fricassee	hors d'oeuvre	leveler	millennium
fuchsia	hypocrisy	liaison	minable
fueller	hypotenuse	libelant	missily
fulfill, -ed, -ing, -ment	idiosyncrasy	libeled, -ing	misspell
fulsome	idyl	libelee	miter
fungus (n., adj.)	impaneled, -ing	libeler	moccasin
funneled, -ing	impassé	license	modeled, -ing
furor	imperiled, -ing	licorice	modeler
fuse (all meanings)	impostor	likable	mold
fuze (follow copy in mili- tary printing)	impresario	lilliputian	mollusk
fuselage	imprimatur	linage (lines)	molt
fusillade	indict (to accuse)	lineage (descent)	moneys
gage	indite (to com- pose)	liquefy	monogramed, -ing
gaiety	inequity (unfair- ness)	liquor	monolog
gaily	iniquity (sin)	liqueur	mortise
galosh	inferable	liter	Moslem
galosh	infold	livable	movable
gamboled, -ing	ingenious (skillful)	loath (reluctant)	mucilage
garrote	ingenuous (sim- ple)	loathe (detest)	mucus (n.)
gazetteer	innocuous	lodestar	mucous (adj.)
gelatin	innuendo	lodestone	mustache
generalissimo	inoculate	lodgment	naphtha
germane	inquire	logistics (n.)	Navaho (but fol- low copy in congressional printing)
glamorous	inquiry	logistic (adj.)	nazism
glamour	install, -ed, -ing, -ment	louver	niacin
glycerin	installation	luster	nickel
gobbledygook	instill, -ed, -ing	madam	Nisei
goodby	insure	Mañia	niter
gram	intelligentsia	maize (corn)	nonplused
graveled, -ing	interceptor	maze (labyrinth)	northward
gray	interment (burial)	maneuver	numskull
grievous	internment (de- tention)	manifold	obligato
groveled, -ing	intern	manikin	obloquy
gruesome	intervener	mantel (shelf)	ocher
guarantee (n., v.)	intervenor (law)	mante (cloak)	octet
guaranty (n., law)	intransigent (n., adj.)	manywise (adv.)	offal
guerrilla (warfare)	inward	marbleize	offense
gorilla (ape)	iridescent	margarin (chemis- try)	omelet
guttural	isosceles	margarine (but- ter substitute)	oneself
gypsy	italic	marihuana	onward
hallelujah	jalousy	marshaled, -ing	ophthalmology
Halloween	jeweled, -ing, -er	marshaler	opossum
hara-kiri	judgment	marveled, -ing	orangutan
harass	jujitsu	marvelous	orbited, -ing
harebrained	kerneled, -ing	meager	ordinance (law)
harken	kerosene	medaled, -ing	ordnance (mili- tary)
healthful (produc- ing health)	kidnaped, -ing	medalist	organdie
healthy (with health)	kidnap	medieval	orthopedia
heinous	kilogram	metaled, -ing	overseas or oversea
hemoglobin	kopek	metalize	pajamas
hemorrhage	labeled, -ing	meteorology (weather)	paleontology
heterogeneous	lacquer	metrology (weights and measures)	paneled, -ing
		meter	paraffin

- paralleled, -ing  
 parallelepiped  
 parceled, -ing  
 partisan  
 pastime  
 patrol, -led, -ling  
 peccadillo  
 peddler  
 Peking (Peiping),  
     follow copy  
 penciled, -ing  
 pendant (n.)  
 pendent (u.m.)  
 percent  
 peremptory (decisive)  
     preemptory (preference)  
 perennial  
 periled, -ing  
 permittee  
 perquisite (privilege)  
     prerequisite (requirement)  
 personal (individual)  
     personnel (staff)  
 perspective (view)  
     prospective (expected)  
 petaled, -ing  
 Pharaoh  
 pharmacopeia  
 phenix  
 phlegm  
 phony  
 phosphorus (n.)  
 phosphorous (adj.)  
 photostated  
 pickax  
 picnicking  
 pipet  
 plaque  
 plastics (n.)  
     plastic (adj.)  
 pledger  
     pledgor (law)  
 plenitude  
 plow  
 poleax  
 pollination  
 pommeled, -ing  
 ponton (military)  
     pontoon  
 porcelainous  
 practice (n., v.)  
 precedence (priority)  
     precedents (usage)  
 pretense  
 preventive  
 principal (chief)  
     principle (position)  
 privilege
- proffer  
 programed, -er, -ing  
 programmatic  
 prolog  
 promissory  
 pronunciation  
 propel, -led, -ling  
 propellant (n.)  
     propellent (adj.)  
 prophecy (n.)  
     prophesy (v.)  
 protester  
 ptomaine  
 pubic (anatomy)  
 pulmotor  
 pusillanimous  
 pygmy  
 quarreled, -ing  
 quartet  
 quaternary  
 questionnaire  
 queue  
 raccoon  
 racket (all meanings)  
 rapprochement  
 rarefy  
 rarity  
 ratable  
 rattan  
 raveled, -ing  
 reconnaissance  
 reconnoiter  
 referable  
 registrar  
 reinforce (all meanings)  
 relater  
     relator (law)  
 remodeler  
 renaissance  
 repairable  
 repellant (n.)  
     repellent (adj.)  
 rescission  
 responder (electronics)  
 resonsper (electronics)  
 reveled, er, -ing  
 rhyme, rhythmic  
 rivaled, -ing  
 roweled, -ing  
 ruble  
 saccharin (n.)  
     saccharine (adj.)  
 sacrilegious  
 salable  
 sandaled, -ing  
 satellite  
 satinet  
 savable  
 savanna  
 savior  
     Saviour (Christ)  
 scalloped, -ing
- schizophrenia  
 scion (horticulture)  
 scurrilous  
 seismology  
 selvage (edging)  
     salvage (save)  
 sentineled, -ing  
 separate  
 sepulcher  
 seriatim  
 settler  
     settlor (law)  
 sewage (waste)  
     sewerage (drain system)  
 sextet  
 Shakespearean  
 shellacking  
 shoveled, -ing  
 shriveled, -ing  
 sideward  
 signaled, -ing  
 siphon  
 sirup  
 sizable  
 skeptic  
 skillful  
 skulduggery  
 smolder  
 sniveled, -ing  
 snorkel  
 soliloquy  
 sometime (formerly)  
     some time (some time ago)  
     sometimes (at times)  
 southward  
 spacious (space)  
     specious (plausible)  
 specter  
 spelled  
 spirituous (liquor)  
     (not spiritous)  
 spirochete  
 spoliation  
 staunch  
 stationary (fixed)  
     stationery (paper)  
 statue (sculpture)  
     stature (height)  
     statute (law)  
 stenciled, -ing  
 stenciler  
 stifling  
 stratagem  
 stubbornness  
 stupefy  
 subpena, -ed  
 subtlety  
 succor  
 sulfur (also derivatives)  
     sulfanilamide  
     sulfureted, -ing
- supererogation  
 surreptitious  
 surveillance  
 swiveled, -ing  
 sylvan  
 synonymous  
 taboo  
 tactician  
 tasseled, -ing  
 tattoo  
 taxied, -ing  
 technique  
 teetotaler  
 tercentenary  
 theater  
 therefor (for it)  
     therefore (for that reason)  
 thiamine  
 thralldom  
 thrash  
     thresh (grain)  
 threshold  
 tie, tied, tying  
 timber (wood)  
     timbre (tone)  
 tinselled, -ing  
 titer  
 tonsillitis  
 tormenter  
 totaled, -ing  
 toward  
 toweled, -ing  
 toxemia  
 trafficking  
 trammelled, -ing  
 tranquilize(r)  
 tranquillity  
 transcendent  
 transferable  
 transferor  
 transferred  
 transonic  
 transponder (electronics)  
 transshipment  
 traveled, -ing  
 traveler  
 travelog  
 triptych  
 trolley  
 troop (soldiers)  
     troupe (actors)  
 troweled, -ing  
 tryptophan  
 tularemia  
 tunneled, -ing  
 tunneler  
 turquoise  
 typify  
 tyrannical  
 tyro  
 unctuous  
 unwieldy  
 upward  
 uremia  
 vacillate

valance (drape)	victualer	vying	willful
valence (chemistry)	vilify	wainscoting	with
veld	villain	weeviled, -ing	woeful
veranda	visa, -ed, -ing	welder	woolen
vermilion	vitamin	westward	woolly
vicissitude	vitrify	whimsey	worshiped, -er, -ing
victual, -ing	vulcanism	whisky, -ies	
	votable		

### Anglicized and foreign words

5.3. Diacritical marks are not used with completely anglicized words.

abaca	cortege	fiance (masc., fem.)	porte lumiere
aide memoire	coulee	frappe	portiere
a la carte	coup de grace	garcon	pousse cafe
a la king	coup d'etat	glace	premiere
a la mode	coupe	grille	protege (masc., fem.)
angstrom	creme	gruyere	puree
aperitif	crepe	habitué	rare
applique	crepe de chine	ingenue	recherche
apropos	debacle	jardiniere	regime
auto(s)-da-fe	debris	litterateur	risque (masc., fem.)
blase	debut	materiel	role
boutonnier	debutante	matinee	rotisserie
brassiere	decollete	melange	roue
cabana	dejeuner	melee	saute
cafe	denouement	menage	seance
cafeteria	depot	mesalliance	senor
caique	dos-a-dos	metier	smorgasbord
canape	eclair	moire	soiree
cause celebre	eclat	naive	souffle
chateau	ecru	naivete	suede
cliche	elan	nee	table d'hote
cloisonne	elite	opera bouffe	tete-a-tete
comedienne	entree	opera comique	tragedienne
communiqué	etude	papier mache	vicuna
confrere	facade	piece de resistance	vis-a-vis
consomme	faience	pleiade	
	fete	porte cochere	

5.4. Foreign words carry the diacritical marks as an essential part of their spelling.

à l'américaine	chargé d'affaires	exposé	pâté
attaché	congé	longéron	père
béton	crédit foncier	mañana	piña
blessé	crédit mobilier	maté	précis
calèche	curé	mère	raisonné
cañada	détente	nacré	résumé
cañon	doña	outré	touché
chargé	entrepôt	passé (masc., fem.)	

### Plural forms

5.5. Nouns ending in *o* preceded by a vowel add *s* to form the plural; nouns ending in *o* preceded by a consonant add *es* to form the plural, except as indicated in the following list.

albinos	Eskimos	magnetos	salvos
armadillos	falsettos	mementos	sextodecimos
avocados	gauchos	merinos	sextos
banjos	ghettos	mestizos	siroccos
cantos	gringos	octavos	solos
cascos	halos	octodecimos	tangelos
centos	inamoratos	pianos	tobaccos
didos	indigos	piccolos	twos
duodecimos	juntos	pomelos	tyros
dynamos	kimonos	provisos	virtuosos
escudos	lassos	quartos	zeros



5.6. In forming the plurals of compound terms, the significant word takes the plural form.

Significant word first:

adjutants general  
aides-de-camp  
ambassadors at large  
attorneys at law  
attorneys general  
billets-doux  
bills of fare  
brothers-in-law  
chargés d'affaires  
commanders in chief  
comptrollers general  
consuls general  
courts-martial  
crepes suzette  
daughters-in-law  
governors general  
grants-in-aid  
heirs at law  
inspectors general  
men-of-war  
ministers-designate  
mothers-in-law  
notaries public  
pilots-in-command  
postmasters general  
presidents-elect  
prisoners of war  
rights-of-way  
secretaries general  
sergeants at arms  
sergeants major  
surgeons general

Significant word in middle:

assistant attorneys general  
assistant chiefs of staff  
assistant comptrollers general  
assistant surgeons general  
deputy chiefs of staff

Significant word last:

assistant attorneys  
assistant commissioners  
assistant corporation counsels  
assistant directors  
assistant general counsels  
assistant secretaries  
brigadier generals  
deputy judges  
deputy sheriffs  
general counsels  
judge advocates  
judge advocate generals  
lieutenant colonels  
major generals  
provost marshals  
provost marshal generals  
quartermaster generals  
trade unions  
under secretaries  
vice chairmen

Both words of equal significance:

Bulletins Nos. 27 and 28; *but* Bulletin No. 27 or 28  
coats of arms  
masters at arms  
men buyers  
men employees  
secretaries-treasurers  
women aviators  
women students  
women writers

No word significant in itself:

forget-me-nots  
hand-me-downs  
jack-in-the-pulpits  
man-of-the-earths  
pick-me-ups  
will-o'-the-wisps

5.7. When a noun is hyphenated with an adverb or preposition, the plural is formed on the noun.

comings-in  
fillers-in

goings-on  
hangers-on

listeners-in  
lookers-on

makers-up  
passers-by

5.8. When neither word is a noun, the plural is formed on the last word.

also-rans  
come-ons

go-betweens  
higher-ups

run-ins  
tie-ins

5.9. Nouns ending with *ful* form the plural by adding *s* at the end; if it is necessary to express the idea that more than one container was filled, the two elements of the solid compound are printed as separate words and the plural is formed by adding *s* to the noun.

five bucketfuls of the mixture (one bucket filled five times)  
five buckets full of earth (separate buckets)  
three cupfuls of flour (one cup filled three times)  
three cups full of coffee (separate cups)

**5.10.** The following list comprises other words the plurals of which may cause difficulty.

addendum, addenda	lens, lenses
adieu, adieus	lira, lire
agendum, agenda	locus, loci
alga, algae	madam, mesdames
alumnus, alumni (masc.); alumna, alumnae (fem.)	Marys
antenna, antennae (antennae, zoology)	matrix, matrices
appendix, appendixes	maximum, maximums
aquarium, aquariums	medium, mediums or media
automaton, automatons	memorandum, memorandums
axis, axes	minimum, minimums
bandeau, bandeaux	minutia, minutiae
basis, bases	monsieur, messieurs
beau, beaus	nucleus, nuclei
cactus, cactuses	oasis, oases
calix, calices	octopus, octopuses
chassis (singular and plural)	opus, opera
cherub, cherubs	parenthesis, parentheses
cicatrix, cicatrices	phenomenon, phenomena
Co., Cos.	phylum, phyla
coccus, cocci	plateau, plateaus
crisis, crises	podium, podiums
criterion, criteria	procès-verbal, procès-verbaux
curriculum, curriculums	radius, radii
datum, data	radix, radices
desideratum, desiderata	referendum, referendums
dilettante, dilettanti	sanatorium, sanatoriums
dogma, dogmas	sanitarium, sanitariums
ellipsis, ellipses	septum, septa
equilibrium, equilibriums (equilibria, scientific)	sequela, sequelae
erratum, errata	seraph, seraphs
executrix, executrices	seta, setae
flambeau, flambeaus	ski, skis
focus, focuses	stadium, stadiums
folium, folia	stimulus, stimuli
formula, formulas	stratum, strata
fungus, fungi	stylus, styluses
genius, geniuses	syllabus, syllabuses
genus, genera	symposium, symposia
gladiolus (singular and plural)	synopsis, synopses
helix, helices	tableau, tableaux
hypothesis, hypotheses	taxi, taxis
index, indexes (indices, scientific)	terminus, termini
insigne, insignia	testatrix, testatrices
Kansas Citys	thesaurus, thesauri
lacuna, lacunae	thesis, theses
larva, larvae	thorax, thoraxes
larynx, larynxes	vertebra, vertebrae (vertebrae, zoology)
	virtuoso, virtuosos
	vortex, vortexes

### Endings "ible" and "able"

**5.11.** The following words end in *ible*; other words in this class end in *able*. Words with both endings indicated differ in meaning.

abhorrible	audible	collapsible	comprehensible
accendible	avertible	combustible	compressible
accessible	bipartible	comestible	conducible
addible	circumscribable	commonsensible	conductible
adducible	coctible	compactible	confluxible
admissible	coercible	compatible	congestible
appetible	cognoscible	competible	contemptible
apprehensible	cohesible	compossible	controvertible

conversible  
 (convertible)  
 conversable  
 (oral)  
 convertible  
 convincible  
 corrigible  
 corrodible  
 corrosible  
 corruptible  
 credible  
 crucible  
 cullible  
 decoctible  
 deducible  
 deductible  
 defeasible  
 defectible  
 defensible  
 delible  
 deprehensible  
 depressible  
 descendible  
 destructible  
 diffrangible  
 diffusible  
 digestible  
 dimensible  
 discernible  
 discernible  
 discernible  
 discussible  
 dispersible  
 dissectible  
 distensible  
 distractible  
 divertible  
 divestible  
 divisible  
 docible  
 edible  
 educible  
 effectible  
 effervescible  
 eligible  
 eludible  
 erodible  
 evasible  
 eversible  
 evincible  
 exemptible  
 exhaustible  
 exigible  
 expansible  
 explosible  
 expressible  
 extensible  
 fallible

feasible  
 fencible  
 flexible  
 fluxible  
 forcible  
 frangible  
 fungible  
 fusible  
 gullible  
 horrible  
 ignitable  
 illegible  
 immersible  
 immiscible  
 impartible  
 impatible  
 impedible  
 imperceptible  
 impermissible  
 imperscriptible  
 impersuasive  
 implausible  
 impossible  
 imprescriptible  
 imputrescible  
 inaccessible  
 inadmissible  
 inapprehensible  
 inaudible  
 incircumscribable  
 incoercible  
 incognoscible  
 incombustible  
 incommiscible  
 incompatible  
 incomprehensible  
 incompressible  
 inconcussible  
 incontrovertible  
 inconvertible  
 inconvincible  
 incorrigible  
 incorrodible  
 incorruptible  
 incredible  
 indefeasible  
 indefectible  
 indefensible  
 indelible  
 indeprehenible  
 indesctructible  
 indigestible  
 indiscernible  
 indivertible  
 indivisible  
 indocible  
 inducible  
 ineffectible

ineligible  
 ineludible  
 inevasible  
 inexhaustible  
 inexpandible  
 inexpressible  
 infallible  
 infeasible  
 inflexible  
 infractible  
 infrangible  
 infusible  
 innascible  
 inscriptible  
 insensible  
 instructible  
 insubmergible  
 insuppressible  
 insusceptible  
 intactible  
 intangible  
 intelligible  
 interconvertible  
 interruptible  
 intervisible  
 invendible  
 invertible  
 invincible  
 invisible  
 irascible  
 irreducible  
 irrefrangible  
 irremissible  
 irreprehensible  
 irrepressible  
 irresistible  
 irresponsible  
 irreversible  
 legible  
 mandible  
 marcescible  
 miscible  
 negligible  
 nexible  
 omissible  
 ostensible  
 partible  
 passible (feeling)  
 passable  
 (open)  
 perceptible  
 perfectible  
 permissible  
 persuasible  
 pervertible  
 plausible  
 possible  
 prehensible

prescriptible  
 producible  
 productible  
 protrusible  
 putrescible  
 receptible  
 redemptible  
 reducible  
 reflectible  
 reflexible  
 refrangible  
 remissible  
 renascible  
 rendible  
 reprehensible  
 repressible  
 reproducibile  
 resistible  
 responsible  
 reversible  
 revertible  
 risible  
 runcible  
 sconcible  
 seducible  
 sensible  
 sponible  
 suasible  
 subdivisible  
 submergible  
 submersible  
 subvertible  
 suggestible  
 supersensible  
 suppressible  
 susceptible  
 suspensible  
 tangible  
 tensible  
 terrible  
 thurible  
 traducible  
 transmissible  
 transvertible  
 tripartible  
 unadmissible  
 uncorruptible  
 unexhaustible  
 unexpressible  
 unintelligible  
 unresponsible  
 unsusceptible  
 vendible  
 vincible  
 visible  
 vitrescible



# Endings "ise," "ize," and "yze"

5.12. A large number of words have the termination *ise*, *ize*, or *yz*. The letter *l* is followed by *yz* if the word expresses an idea of loosening or separating, as *analyze*; all other words of this class, except those ending with the suffix *wise* and those in the following list, end in *ize*.

advertise	compromise	excise	prise (to force)
advise	demise	exercise	prize (to value)
affranchise	despise	exorcise	reprise
apprise (to inform)	devise	franchise	revise
apprize (to appraise)	disenfranchise	improvis	rise
arise	disfranchise	incise	supervise
chastise	disguise	merchandise	surmise
circumcise	emprise	misadvise	surprise
comprise	enfranchise	mortise	televis
	enterprise	premise	

# Endings "cede," "ceed," and "sede"

5.13. Only one word ends in *sede* (supersede); only three end in *ceed* (exceed, proceed, succeed); all other words of this class end in *cede* (precede, secede, etc.).

# Doubled consonants

5.14. A single consonant following a single vowel and ending a monosyllable or a final accented syllable is doubled before a suffix beginning with a vowel.

bag, bagging	red, reddish	corral, corralled	but total, totaled
get, getting	rob, robbing	transfer, transferred	travel, traveled

5.15. If the accent in a derivative falls upon an earlier syllable than it does in the primitive, the consonant is not doubled.

refer, reference	prefer, preference	infer, inference
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# Indefinite articles

5.16. The indefinite article *a* is used before a consonant and an aspirated *h*; *an* is used before silent *h* and all vowels except *u* pronounced as in *usual* and *o* pronounced as in *one*.

a historical review	a union	an honor
a hotel	an herdseller	an onion
a human being	an hour	an oyster
a humble man		

5.17. When a group of initials begins with *b*, *c*, *d*, *g*, *j*, *k*, *p*, *q*, *t*, *v*, *w*, *y*, or *z*, each having a consonant sound, the indefinite article *a* is used.

a BLS compilation	a GAO limitation
a CIO finding	a PHS project

5.18. When a group of initials begins with *a*, *e*, *f*, *h*, *i*, *l*, *m*, *n*, *o*, *r*, *s*, or *x*, each having a vowel sound, the indefinite article *an* is used.

an AEC report	an NSC (en) proclamation
an FCC (ef) ruling	an RFC (ahr) loan

**5.19.** Use of the indefinite article *a* or *an* before a numerical expression is determined by the consonant or vowel sound of the beginning syllable.

an 11-year-old  
a onetime winner  
a III (three) group  
an VIII (eight) classification

a IV-F (four) category (military draft)  
a 4-H Club

### Geographic names

**5.20.** The spelling of geographic names must conform to the decisions of the U.S. Board on Geographic Names. In the absence of such a decision, the U.S. Directory of Post Offices is to be used for names of post offices in the United States and its possessions, and the Columbia Lippincott Gazetteer of the World is to be followed in the spelling of other geographic names.

**5.21.** If the decisions or the rules of the Board permit the use of either the local official form or the conventional English form, it is the prerogative of the originating office to select the form which is most suitable for the matter in hand; therefore, in marking copy or reading proof, it is required only to verify the spelling of the particular form used. The Government Printing Office preference is for the conventional English form. Copy will be followed as to accents, but these should be uniform throughout each job.

### Nationalities, etc.

**5.22.** The table on page 258 shows forms to be used for nouns and adjectives denoting nationality.

**5.23.** In designating the natives of the several States, the following forms will be used.

Alabamian	Indianian	Nebraskan	Rhode Islander
Alaskan	Iowan	Nevadan	South Carolinian
Arizonan	Kansan	New Hampshireite	South Dakotan
Arkansan	Kentuckian	New Jerseyite	Tennessean
Californian	Louisianian	New Mexican	Texan
Coloradan	Mainer	New Yorker	Utahan
Connecticuter	Marylander	North Carolinian	Vermonteer
Delawarean	Massachusettsan	North Dakotan	Virginian
Floridian	Michiganite	Ohioan	Washingtonian
Georgian	Minnesotan	Oklahoman	West Virginian
Hawaiian	Mississippian	Oregonian	Wisconsinite
Idahoan	Missourian	Pennsylvanian	Wyomingite
Illinoisan	Montanan		

**5.24.** Observe the following forms:

Guamanian  
Puerto Rican

Part-Hawaiian (applies to  
Hawaii only)  
*but* part-Japanese

### Indian words

**5.25.** In Indian words, including tribal and other proper names, copy is to be followed literally as to spelling and the use of spaces, hyphens, etc.

### Ligatures

**5.26.** Ligatures are not used in anglicized or Latin words; in other foreign words, national practice is followed.

Caesar  
Leguminosae

Cædmon (Old English)  
vœu (French)

**Transliteration**

5.27. In the spelling of nongeographic words transliterated from Chinese, Japanese, or any other language that does not have a Latin alphabet, copy is to be followed literally.



## NOTES

## 6. COMPOUND WORDS

(See also Guide to Compounding; Word Division (supplement to *STYLE MANUAL*), description on p. 2)

**6.1.** A compound word is a union of two or more words, either with or without a hyphen. It conveys a unit idea that is not as clearly or quickly conveyed by the component words in unconnected succession. The hyphen in a compound is a mark of punctuation that not only unites but separates the component words, and thus facilitates understanding, aids readability, and insures correct pronunciation.

**6.2.** In applying the following rules and in using the Guide to Compounding, the living fluidity of our language should be kept in mind. Word forms constantly undergo modification. Two-word forms often acquire the hyphen first, are printed as one word later, and not infrequently the transition is from the two- to the one-word form, bypassing the hyphen stage.

**6.3.** The rules as laid down cannot be applied inflexibly. Exceptions must necessarily be allowed, so that general good form will not be offended. However, current language trends point definitely to closing up words which, through frequent use, have become associated in the reader's mind as units of thought. The tendency to amalgamate words, particularly two short words, assures easier continuity, and is a natural progression from the older and less flexible treatment of words.

### General rules

**6.4.** In general, omit the hyphen when words appear in regular order and the omission causes no ambiguity in sense or sound. (See also rule 6.16.)

banking hours  
blood pressure  
book value  
census taker  
day laborer

eye opener  
fellow citizen  
living costs  
palm oil  
patent right

real estate  
rock candy  
training ship  
violin teacher

☆**6.5.** Words are usually combined to express a literal or nonliteral (figurative) unit idea that would not be as clearly expressed in unconnected succession.

afterglow  
bookkeeping  
cupboard

forget-me-not  
gentleman  
newsprint

right-of-way  
whitewash

**6.6.** Unless otherwise indicated, a derivative of a compound retains the solid or hyphenated form of the original compound.

coldbloodedness  
footnoting

ill-advisedly  
outlawry

praiseworthiness  
railroader

X-rayer  
Y-shaped

**6.7.** Except after the short prefixes *co*, *de*, *pre*, *pro*, and *re*, which are generally printed solid, a hyphen is used to avoid doubling a vowel or tripling a consonant. (See also rules 6.29 and 6.32.)

cooperation  
deemphasis  
preexisting

anti-inflation  
micro-organism  
semi-independent

brass-smith  
Inverness-shire  
thimble-eye

ultra-atomic  
shell-like  
hull-less

**Solid compounds**

6.8. Print solid two nouns that form a third when the compound has only one primary accent, especially when the prefixed noun consists of only one syllable or when one of the elements loses its original accent.

airship  
bathroom  
bookseller

cupboard  
dressmaker  
fishmonger

footnote  
locksmith  
workman

6.9. Print solid a noun consisting of a short verb and an adverb as its second element, except when the use of the solid form would interfere with comprehension.

blowout  
breakdown  
flareback  
giveaway

hangover  
holdup  
makeready  
markoff

pickup  
runoff  
setup  
showdown

throwaway  
*but* cut-in  
run-in  
tie-in

6.10. Compounds beginning with the following nouns are usually printed solid.

book  
eye  
horse

house  
mill  
play

school  
shop  
snow

way  
wood  
work

6.11. Compounds ending in the following are usually printed solid, especially when the prefixed word consists of one syllable. (See also rules 20.5 and 20.7.)

berry  
blossom  
boat  
book  
borne  
bound  
brained  
bush  
fish  
flower  
grower  
hearted  
holder  
house

keeper  
keeping  
light  
like  
maker  
making  
man  
master  
mate  
mill  
mistress  
monger  
owner

piece  
power  
proof  
room  
shop  
smith  
stone  
store  
tail  
tight  
time (not clock)  
ward  
way

weed  
wide  
wise  
woman  
wood  
work  
worker  
working  
worm  
wort  
writer  
writing  
yard

6.12. Print solid *any*, *every*, *no*, and *some* when combined with *body*, *thing*, and *where*; when *one* is the second element, print as two words if meaning a single or particular person or thing; to avoid mispronunciation, print *no one* as two words at all times.

anybody  
anything  
anywhere  
anyone

everybody  
everything  
everywhere  
everyone

nobody  
nothing  
nowhere  
no one

somebody  
something  
somewhere  
someone

*but* any one of us may stay; every one of the pilots is responsible.

6.13. Print as one word compound personal pronouns.

herself  
himself  
itself  
myself

oneself  
ourselves  
themselves

thyslf  
yourself  
yourselves



**6.14.** Print as one word compass directions consisting of two points, but use a hyphen after the first point when three points are combined.

northeast  
southwest

north-northeast  
south-southwest

**Unit modifiers.** (See also rule 8.74.)

**6.15.** Print a hyphen between words, or abbreviations and words, combined to form a unit modifier immediately preceding the word modified, except as indicated in rule 6.16 and elsewhere throughout this chapter. This applies particularly to combinations in which one element is a present or past participle.

Baltimore-Washington road  
collective-bargaining talks  
contested-election case  
contract-bar rule  
drought-stricken area  
English-speaking nation  
fire-tested material  
Federal-State-local cooperation  
German-English descent  
guided-missile program  
hard-of-hearing class  
high-speed line  
large-scale project  
law-abiding citizen  
long-term loan

long-term-payment loan  
lump-sum payment  
most-favored-nation clause  
multiple-purpose uses  
no-par-value stock  
part-time personnel  
rust-resistant covering  
service-connected disability  
tool-and-die maker  
1-inch diameter; 2-inch-diameter pipe  
10-word telegram  
a 4-percent increase, the 10-percent  
rise; *but*¹ 4 percent² citric acid,¹ 4  
percent² interest  
U.S.-owned property; U.S.-flag ship

**6.16.** Where meaning is clear and readability is not aided, it is not necessary to use a hyphen to form a temporary or made compound. Restraint should be exercised in forming unnecessary combinations of words used in normal sequence.

atomic energy power  
bituminous coal industry  
child welfare plan  
civil rights case  
civil service examination  
durable goods industry  
flood control study  
free enterprise system  
high school student; elementary  
school grade  
income tax form  
interstate commerce law  
land bank loan  
land use program  
life insurance company

mutual security funds  
national defense appropriation  
natural gas company  
per capita expenditure  
portland cement plant  
production credit loan  
public utility plant  
real estate tax  
small businessman  
social security pension  
soil conservation measures  
special delivery mail; parcel post delivery  
speech correction class  
*but* no-hyphen rule (readability aided); *not*  
no hyphen rule

**6.17.** Print without a hyphen a compound predicate adjective or predicate noun the second element of which is a present participle.

The duties were price fixing.  
The effects were far reaching.

The shale was oil bearing.  
The area was used for beet raising.

**6.18.** Print without a hyphen a compound predicate adjective the second element of which is a past participle; also, omit the hyphen in a predicate modifier of comparative or superlative degree.

The area is drought stricken.  
The paper is fine grained.  
The boy is freckle faced.

This material is fire tested.  
The cars are higher priced.  
The reporters are best informed.

¹ Note the absence of an article; i.e., *a*, *the*, etc.

² Note that *of* is understood.

**6.19.** Print without a hyphen a two-word modifier the first element of which is a comparative or superlative.

better drained soil  
best liked books  
higher level decision  
highest priced apartment  
larger sized dress  
better paying job  
lower income group

*but* uppercrust society  
lowercase, uppercase type (printing)  
undercoverman  
upperclassman  
bestseller (noun)  
lighter-than-air craft  
higher-than-market price

**6.20.** Do not use a hyphen in a two-word unit modifier the first element of which is an adverb ending in *ly*, nor use hyphens in a three-word unit modifier the first two elements of which are adverbs.

eagerly awaited moment  
wholly owned subsidiary  
unusually well preserved specimen  
very well defined usage  
longer than usual lunch period  
very well worth reading  
not too distant future

often heard phrase  
*but* ever-normal granary  
ever-rising flood  
still-new car  
still-lingering doubt  
well-known lawyer  
well-kept farm

☆**6.21.** Proper nouns used as unit modifiers, either in their basic or derived form, retain their original form; but the hyphen is printed after combining forms.

Latin American countries  
North Carolina roads  
a Mexican American  
South American trade  
Spanish American pride  
Winston-Salem festival  
Washington-Wilkes-Barre route

Afro-American program  
Anglo-Saxon period  
Franco-Prussian War  
*but* Indochina¹ border  
Minneapolis-St. Paul region  
North American-South American sphere  
French-English descent

**6.22.** Do not confuse a modifier with the word it modifies.

elderly clothesman  
competent shoemaker  
field canning factory  
gallant serviceman  
light blue hat  
average taxpayer  
American flagship  
well-trained schoolteacher  
*but* common stockholder  
stockownership  
small businessman

old-clothes man  
wooden-shoe maker  
tomato-canning factory  
service men and women  
light-blue hat  
income-tax payer  
American-flag ship  
elementary school teacher  
pre-school children

**6.23.** Where two or more hyphenated compounds have a common basic element and this element is omitted in all but the last term, the hyphens are retained.

2- or 3-em quads, *not* 2 or 3-em quads; 2- to 3- and 4- to 5-ton trucks  
2- by 4-inch boards, *but* 2 to 6 inches wide  
8-, 10-, and 16-foot boards  
moss- and ivy-covered walls, *not* moss and ivy-covered walls  
long- and short-term money rates, *not* long and short-term money rates  
*but* twofold or threefold, *not* two or threefold  
goat, sheep, and calf skins, *not* goat, sheep, and calfskins  
intrastate and intracity, *not* intra-state and -city  
American owned and managed companies  
preoperative and postoperative examination

**6.24.** Do not use a hyphen in a unit modifier consisting of a foreign phrase.

ante bellum days  
bona fide transaction

ex officio member  
per capita tax

per diem employee  
prima facie evidence

¹ Decision of U.S. Board on Geographic Names.

**6.25.** Do not print a hyphen in a unit modifier containing a letter or a numeral as its second element.

abstract B pages  
article 3 provisions

class II railroad  
grade A milk

point 4 program  
ward D beds

**6.26.** Do not use a hyphen in a unit modifier enclosed in quotation marks unless it is normally a hyphenated term, but quotation marks are not to be used in lieu of a hyphen. (See also rule 8.139.)

"blue sky" law    "good neighbor" policy    "tie-in" sale    but right-to-work law

**6.27.** Print combination color terms as separate words, but use hyphen when such color terms are unit modifiers.

bluish green  
dark green

orange red  
bluish-green feathers

iron-gray sink  
silver-gray body

**6.28.** Do not use a hyphen between independent adjectives preceding a noun.

big gray cat

a fine old southern gentleman

### Prefixes, suffixes, and combining forms

**6.29.** Print solid combining forms and prefixes, except as indicated elsewhere.

afterbirth  
Anglomania  
antedate  
antislavery  
biweekly  
bylaw  
circumnavigation  
cisalpine  
cooperate  
contraposition  
countercase  
deenergize  
demitasse  
excommunicate  
extracurricular

foretell  
heroicomic  
hypersensitive  
hypoacid  
inbound  
infrared  
interview  
intraspinial  
introvert  
isometric  
macroanalysis  
mesothorax  
metagenesis  
microphone  
misstate

monogram  
multicolor  
neophyte  
nonneutral  
offset  
outbake  
overactive  
pancosmic  
paracentric  
particoated  
peripatetic  
planoconvex  
polynodal  
postscript  
preexist

proconsul  
pseudoscholastic  
reenact  
retrospect  
semiofficial  
stepfather  
subsecretary  
supermarket  
thermocouple  
transonic  
transship  
tricolor  
ultraviolet  
unnecessary  
underflow

**6.30.** Print solid combining forms and suffixes, except as indicated elsewhere.

portable  
coverage  
operate  
plebiscite  
twentyfold  
spoonful

kilogram  
geography  
manhood  
selfish  
pumpkin

meatless  
outlet  
wavelike  
procurement  
innermost

partnership  
lonesome  
homestead  
northward  
clockwise

**6.31.** Print solid words ending in *like*, but use a hyphen to avoid tripling a consonant or when the first element is a proper name.

lifelike  
lilylike

bell-like  
girllike

Florida-like  
Truman-like

**6.32.** Use a hyphen or hyphens to prevent mispronunciation, to insure a definite accent on each element of the compound, or to avoid ambiguity.

anti-hog-cholera serum  
co-op  
mid-ice  
non-civil-service position  
non-tumor-bearing tissue  
pre-position (before)

re-cover (cover again)  
re-sorting (sort again)  
re-treat (treat again)  
un-ionized  
un-uniformity



**6.33. Use a hyphen to join duplicated prefixes.**

re-redirect	sub-subcommittee	super-superlative
-------------	------------------	-------------------

**6.34. Print with a hyphen the prefixes *ex*, *self*, and *quasi*.**

ex-governor	self-control	quasi-academic
ex-serviceman	self-educated	quasi-argument
ex-trader	<i>but</i> selfhood	quasi-corporation
ex-vice-president	selfsame	quasi-young

**6.35. Unless usage demands otherwise, use a hyphen to join a prefix or combining form to a capitalized word. (The hyphen is retained in words of this class set in caps.)**

anti-Arab	<i>but</i> nongovernmental
pro-British	overanglicize
un-American	prezeppelin
non-Government	transatlantic
post-World War II or post-Second World War	

**Numerical compounds**

**6.36. Print a hyphen between the elements of compound numbers from twenty-one to ninety-nine and in adjective compounds with a numerical first element. (See also rule 12.22.)**

twenty-one	3-to-1 ratio	second grade children
twenty-first	5-to-4 vote	<i>but</i> one hundred and twenty-one
6-footer	.22-caliber cartridge	100-odd
24-inch ruler	2-cent-per-pound tax	foursome
3-week vacation	four-in-hand tie	threescore
8-hour day	three-and-twenty	foursquare
10-minute delay	two-sided question	\$20 million airfield
20th-century progress	multimillion-dollar fund	

**6.37. Print without a hyphen a modifier consisting of a possessive noun preceded by a numeral. (See also rule 8.14.)**

1 month's layoff	2 hours' work
1 week's pay	3 weeks' vacation

**6.38. Print a hyphen between the elements of a fraction, but omit it between the numerator and the denominator when the hyphen appears in either or in both.**

one-thousandth	twenty-three thirtieths
two-thirds	twenty-one thirty-seconds
two one-thousandths	three-fourths of an inch

**6.39. A unit modifier following and reading back to the word or words modified takes a hyphen and is always printed in the singular.**

motor, alternating-current, 3-phase, 60-cycle, 115-volt  
 glass jars: 5-gallon, 2-gallon, 1-quart  
 belts: 2-inch, 1½-inch, ¾-inch, ¼-inch

**Civil and military titles**

**6.40. Do not hyphen a civil or military title denoting a single office, but print a double title with a hyphen. (See also rule 5.6.)**

ambassador at large	notary public
assistant attorney general	secretary general
commander in chief	under secretary; <i>but</i> under-secretaryship
comptroller general	vice president; ² <i>but</i> vice-presidency
Congressman at Large	secretary-treasurer
major general	treasurer-manager
sergeant at arms	

² In official usage, the title of Vice President of the United States is written without a hyphen; the hyphen is also omitted in all like titles, such as vice admiral, vice consul, etc.

**6.41.** The adjectives *elect* and *designate*, as the last element of a title, require a hyphen.

President-elect  
Vice-President-elect

ambassador-designate  
minister-designate

### Scientific and technical terms

**6.42.** Do not print a hyphen in scientific terms (names of chemicals, diseases, animals, insects, plants) used as unit modifiers if no hyphen appears in their original form. (See list of plant names, p. 277, and insect names, p. 284.)

carbon monoxide poisoning  
guinea pig raising  
hog cholera serum  
methyl bromide solution  
stem rust control

equivalent uranium content  
whooping cough remedy  
*but* screw-worm raising  
Russian-olive plantings  
white-pine weevil  
Douglas-fir tree

**6.43.** Chemical elements used in combination with figures use a hyphen, except with superior figures.

polonium-210

uranium-235; *but* U²³⁵; Sr⁹⁰; ₉₂U²³⁸

Freon-12

**6.44.** Note use of hyphens and closeup punctuation in chemical formulas.

9-nitroanthra(1,9,4,10)bis(1)oxathiazone-2,7-bisdioxide  
Cr-Ni-Mo  
2,4-D

**6.45.** Print a hyphen between the elements of technical compound units of measurement.

candle-hour  
horsepower-hour  
kilowatt-hour

light-year  
passenger-mile

### Improvised compounds

**6.46.** Print with a hyphen the elements of an improvised compound.

blue-pencil (v.)  
18-year-old (n.)  
first-come-first-served basis  
know-it-all (n.)  
know-how (n.)  
make-believe (n.)  
one-man-one-vote principle

stick-in-the-mud (n.)  
let-George-do-it attitude  
how-to-be-beautiful course  
hard-and-fast rule  
penny-wise and pound-foolish policy  
*but* a basis of first come, first served  
easy come, easy go

**6.47.** Use hyphens in a prepositional-phrase compound noun consisting of three or more words.

cat-o'-nine-tails  
government-in-exile  
grant-in-aid  
jack-in-the-box

man-of-war  
mother-in-law  
mother-of-pearl  
patent-in-fee

*but* coat of arms  
heir at law  
next of kin  
officer in charge

**6.48.** When the corresponding noun form is printed as separate words, the verb is always hyphenated.

cold-shoulder

blue-pencil

cross-brace

**6.49.** Print a hyphen in a compound formed of repetitive or conflicting terms and in a compound naming the same thing under two aspects.

boogie-woogie  
comedy-ballet  
dead-alive

devil-devil  
farce-melodrama  
pitter-patter

walkie-talkie  
willy-nilly  
young-old  
*but* dillydally

**6.50.** Use a hyphen in a nonliteral compound expression containing an apostrophe in its first element.

asses'-eyes  
ass's-foot  
bull's-eye

cat's-paw  
crow's-nest

*but* The cat's paw is soft.  
There is the crow's nest.

**6.51.** Print a hyphen to join a single capital letter to a noun or a participle.

H-bomb  
I-beam  
T-shaped

U-boat  
V-necked  
X-ray

X-rayng  
S-iron  
T-square

**6.52.** Print idiomatic phrases without hyphens.

come by  
inasmuch as

insofar as  
Monday week



## 7. GUIDE TO COMPOUNDING

7.1. The following list is based on the rules for compounding given on pages 73 to 80. Manifestly, such a list cannot be complete. However, by analogy with listed words of like prefixes or suffixes, with consideration given to length and readability, and the application of the rules, fuller treatment of unlisted compounds will be achieved. Nevertheless, the list is reasonably complete for meeting the needs of printers, editors, and writers.

7.2. In order to keep the list from becoming cumbersome, certain restrictions had to be adopted.

7.3. The listing of hyphenated compounds ending in *ed* was kept to a minimum, it being thought adequate to give one or two examples under a keyword rather than to admit needless repetition.

7.4. Similarly, many two-word forms which create no difficulty were omitted.

7.5. On the other hand, care was exercised to achieve fuller coverage of solid compounds, particularly when the adopted form is at variance with that laid down in Webster's Third New International Dictionary. It should be added that while Webster's, with indicated exceptions (pp. 61-65), is our guide to the spelling of words, it is not our guide for the compounding of words. The rules and the guide prescribe and limit our practice.

7.6. Distinction should be made between words used in a non-literal sense—e.g., *highlight* (prominent detail), *sideline* (added activity), where the one-word form differentiates from literal use—e.g., *high light* (elevation of a light), *side line* (physical line), where the two-word form frequently assures proper emphasis in pronouncing more distinctly each word in the group.

7.7. Distinction should also be made in the compounding of two words to form an adjective modifier and the use of the same words as a predicate adjective; e.g., "crystal-clear water," but "the water is crystal clear"; "fire-tested material," but "the material is fire tested."

7.8. Caution should be used in distinguishing when a succession of words is intended as a compound and when it is merely a collocation; e.g., "we know someone who will do it," but "we ought to master some one thing well."

7.9. For better appearance, it may sometimes be necessary to treat alike words which would have different forms when they appear separately; e.g., *bumblebee* and *queen bee*, *farmhand* and *ranch hand*. In juxtaposition, these and similar words should be made uniform by being printed as two words. This is only a temporary expedient and does not supersede the list.

7.10. Combining forms and prefixes are usually printed solid. For greater readability, the hyphen is sometimes required to avoid doubling a vowel (*anti-inflation*, *naso-orbital*), except as indicated in rule 6.7; or not to change a normally capitalized word (*mid-April*, *non-European*); or to assure distinct pronunciation of each element of a compound or ready comprehension of intended meaning (*contra-ion*,

un-ionized); or to join a combining form or prefix to an already hyphenated compound (*equi-gram-molar*, *pro-mother-in-law*).

7.11. As nouns and adjectives, *holdup*, *calldown*, *layout*, *makeup*, and similar words should be printed solid. Their *er* derivatives (*holder-up*, *caller-down*, *layer-out*, and *maker-up*) require hyphens. On the other hand, such compounds as *run-in*, *run-on*, and *tie-in* resist quick comprehension when solid. They are therefore hyphenated.

7.12. Words spelled alike but pronounced differently, such as *tear-dimmed* and *tearsheet*, *wind tunnel* and *windup*, are listed under the same keyword.

7.13. This list does not include the large group of plant and insect names which are covered in separate lists, pages 277 to 289.

7.14. The abbreviations *adv.* (adverb), *n.* (noun), *v.* (verb), *u.m.* (unit modifier), *pref.* (prefix), *c.f.* (combining form), and *conj.* (conjunction) indicate function.

[Words printed flush are combined with the words which follow to form solid or hyphenated compounds; a spacemark (#) indicates a two-word form (note that two-word forms in the adjective position use a hyphen, except as laid down in rules 6.16, and 6.21.)]

<b>A</b>	<b>addle</b>	<b>air-con.</b>	<b>air-con.</b>	<b>alpha</b>
#B #C (n.)	brain	drome	#twist	-cellulose
-B-C (u.m.)	head	drop	ward	-iron
-bomb	pate	-dry (u.m., v.)	wave	-naphthol
-day	<b>adeno</b> (c.f.)	#duct	way	#ray
-flat	all one word	field	wayman	#test
#1 (rating)	<b>aero</b> (c.f.)	-floated (u.m.)	#well	also-ran (n., u.m.)
-sharp	-otitis	flow	wise	<b>altar</b>
<b>A</b>	rest one word	foil	woman	piece
-frame	<b>afore</b>	-formed (u.m.)	worthy	wise
-pole	all one word	frame	<b>alder</b>	<b>alto</b>
<b>a</b>	Afro-American	freight	-leaved (u.m.)	cumulus
aborning, etc.	<b>after</b> (c.f.)	freighter	man	#horn
foot	all one word	gap	woman	relievo
piece (adv.)	agar-agar	glow	<b>ale</b>	stratus
while (adv.)	agateware	hammer	cup	<b>amber</b>
<b>abdomino</b> (c.f.)	<b>age</b>	head	-fed (u.m.)	-clear (u.m.)
all one word	less	hole	glass	-colored (u.m.)
<b>able</b>	long	hose	house	fish
-bodied (u.m.)	-old (u.m.)	lane	yard	-tipped (u.m.)
-minded (u.m.)	-stricken (u.m.)	lift	alkali #land	<b>ambi</b> (c.f.)
about-face	-weary (u.m.)	#line (line for air)	<b>all</b>	all one word
<b>above</b>	agencywide	line (aviation)	-absorbing (u.m.)	amidships
board	<b>ague</b>	liner	-aged (u.m.)	<b>amino</b>
-cited (u.m.)	-faced (u.m.)	link	-American	#acid
deck	-plagued (u.m.)	load	-clear (n., u.m.)	as prefix, all one word
-found (u.m.)	proof	locked	-fired (u.m.)	<b>ampere</b>
-given (u.m.)	-sore (u.m.)	mail	-flotation (mining)	-foot
ground (u.m.)	aide-de-camp	man	#fours	-hour
-mentioned (u.m.)	<b>air</b>	marker	#hail	meter
-named (u.m.)	base	mass	#in	-minute
-said (u.m.)	#bends	minded	-inclusive (u.m.)	-second
-water (u.m.)	bill	#navigation	mark (printing)	<b>amphi</b> (pref.)
-written (u.m.)	blast	park	mouth (fish)	all one word
absentminded	-blasted (u.m.)	path	-out (u.m.)	<b>amylo</b> (c.f.)
ace-high (u.m.)	blown	photo	over (n., u.m.)	all one word
<b>acid</b>	boat	plane	-possessed (u.m.)	<b>anchor</b>
#bath	borne	port (all mean-	#right	hold
fast	bound	ings)	-round (u.m.)	<b>flight</b>
proof	brained	power	spice	plate
-treat (v.)	brake	scoop	-star (u.m.)	<b>angel</b>
worker	brush	show	time (u.m.)	cake
works	burst	sleeve	wise	-eyed (u.m.)
<b>ack-ack</b>	cargo	ship	alleyway	-faced (u.m.)
<b>acre</b>	-clear (u.m.)	sick	<b>alto</b> (c.f.)	fish
-foot	coach	sickness	all one word	food
-inch	-condition (all forms)	-slaked (u.m.)	<b>alms</b>	<b>angio</b> (c.f.)
<b>actino</b> (c.f.)	-cool (v.)	space	giver	all one word
all one word	-cooled (u.m.)	speed	giving	<b>angle</b>
<b>ad</b>	course	stream	house	hook
man	crew	strike	man	#iron
smith	crewman	strip	along	meter
<b>adder</b>	-dried (u.m.)	tight	ship	sight
bolt	-driven (u.m.)	#time (radio and TV)	shore	wing
fish		#train	side	wise
			<b>alpen</b>	worm
			glow	
			stock	

<b>Anglo</b> (c.f.) -American, etc. <i>rest one word</i> <b>anhydr(o)</b> (c.f.) <i>all one word</i> <b>ankle</b> bone -deep (u.m.) jack <b>ant</b> eater hill <b>ante</b> (pref.) #bellum, etc. -Christian, etc. #mortem mortem (non-literal) <i>rest one word</i> <b>antero</b> (c.f.) <i>all one word</i> <b>anthra</b> (c.f.) <i>all one word</i> <b>anthropo</b> (c.f.) <i>all one word</i> <b>anti</b> (pref.) -American, etc. christ god -hog- cholera (u.m.) -icer, -imperial, -inflation, etc. -missile- missile (u.m.) missile, person- nel, trust, etc. -New Deal, etc. <i>rest one word</i> <b>antro</b> (c.f.) <i>all one word</i> <b>anvil</b> -faced (u.m.) -headed (u.m.) maker smith <b>any</b> body how #more one #one (one thing or one of a group) place (adv.) thing way(s) where wise <b>ar</b> (c.f.) <i>all one word</i> <b>apo</b> (pref.) <i>all one word</i> <b>apple</b> cart grower jack juice sauce -scented (u.m.) April-fool (v.) <b>aqua</b> culture #fortis #green lung marine meter plane puncture tint tone <b>aquo</b> (c.f.) -ion <i>rest one word</i> <b>arborway</b> <b>arc</b> -over (n., u.m.) -weld (v.) <b>arch</b> (pref.) band	<b>arch</b> (pref.)—con. bishop duke enemy -Protestant way wise <b>archeo</b> (c.f.) <i>all one word</i> archerfish <b>archi</b> (pref.) <i>all one word</i> <b>archo</b> (c.f.) <i>all one word</i> <b>areaway</b> <b>areo</b> (c.f.) <i>all one word</i> <b>aristo</b> (c.f.) <i>all one word</i> <b>arithmo</b> (c.f.) <i>all one word</i> <b>arm</b> band bone chair hole lift load piece pit plate rack rest -shaped (u.m.) <b>armor</b> #bearer #belt -clad (u.m.) -piercing (u.m.) plate -plated (u.m.) arm's-length (u.m.) <b>army</b> man woman <b>arrow</b> head headed -leaved (u.m.) maker plate -shaped (u.m.) shot smith stone -toothed (u.m.) worm <b>arseno</b> (c.f.) <i>all one word</i> <b>art</b> -colored (u.m.) craft ware work <b>arterio</b> (c.f.) <i>all one word</i> <b>arthro</b> (c.f.) <i>all one word</i> <b>artillery</b> man ship <b>asbestos</b> -covered (u.m.) -packed (u.m.) #rock <b>ash</b> bin can #color -colored (u.m.) -free (u.m.) -gray (u.m.) #heap man pan pile pit tray	<b>assembly</b> man #line #room <b>astro</b> (c.f.) <i>all one word</i> <b>athwart</b> hawse ship wise attorney #at #law <b>audio</b> frequency gram meter tape visual <b>auger</b> #box #drill <b>auri</b> (c.f.) -iodide <i>rest one word</i> <b>author</b> craft ship autotype <b>auto</b> (c.f.) -objective -observation -omnibus -ophthalmoscope <i>rest one word</i> <b>awe</b> -bound (u.m.) -filled (u.m.) -inspired (u.m.) some <b>ax</b> -adz #grinder -grinding (u.m.) hammer head maker man -shaped (u.m.) stone <b>axle</b> load smith tree <b>axo</b> (c.f.) <i>all one word</i> <b>azo</b> (c.f.) -orange -orchil -orseilline <i>rest one word</i> <b>B-flat</b> <b>baby</b> face (n.) faced #food sit (v.) sitter sitting <b>buck</b> ache band bite (v.) board bone boned breaker cap chain charge -country (u.m.) cross date dated down (n., u.m.) drop face feed fill fire flap flash	<b>back—con.</b> flow -focus (v.) furrow ground hand handed haul hauled -in (n., u.m.) land(s) lash list (v.) log lotter pack paddle (v.) pay payment pedal (v.) piece plate rest road room run saw scatter set shift slide space spin spread staff stage stairs stamp stay stitch stop strap -streeter stretch (n.) string strip (book) stroke -swath (v.) swopt swing tack talk tender tenter -titrate (v.) track (v.) trail trailer up (n., u.m.) wall ward wash water way woods yard yarder <b>backer</b> -down -off -up badland(s) (geol.) <b>bag</b> boy -cheeked (u.m.) house maker making man pipe reef room -shaped (u.m.) worm <b>baggage</b> man master #rack #room #train	<b>ball</b> out (n., u.m.) piece wood bailsmen <b>bake</b> board house pan shop stove <b>bald</b> #eagle faced head (n.) headed pate <b>ball</b> field flower -like player point (u.m.) proof room stock ballot #box <b>band</b> box cutter man master #pulley saw sawed sawyer stand string -tailed (u.m.) wagon width work bandsman <b>bandy</b> ball -legged (u.m.) <b>bang</b> tail up (n., u.m.) <b>bank</b> book man note #paper side (stream) <b>banner</b> fish man bantamweight <b>bar</b> #bit keeper maid man master post room tender way wise -wound (u.m.) barbed #wire <b>barber</b> fish shop <b>bare</b> -armed (u.m.) back backed boat bone boned faced foot footed handed headed legged
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<b>bare—con.</b> necked worn	<b>battle—con.</b> dore -fallen (u.m.) field front ground #jacket line plane -scarred (u.m.) ship #star stead wagon wise	<b>bed—con.</b> -fallen (u.m.) light #linen load maker man mate pad pan plate post quilt rail #rest ridden rock room screw sheet sick side sore space spread spring stand stead straw #timber time ward way	<b>bell—con.</b> maker making man mouthed ringer ringing wether <b>bellows</b> maker making man <b>belly</b> ache band bound buster button fed (u.m.) land (v.) piece pinch belowstairs <b>belt</b> -driven (u.m.) maker making man saw <b>bench</b> board fellow -hardened (u.m.) land made (u.m.) man mark (nonliteral) #mark (surveying) warmer work <b>bent</b> wing (n., u.m.) wood <b>benzo</b> (c.f.) <i>all one word</i> <b>berry</b> -brown (u.m.) #cone picker picking <b>best</b> #clad #dressed #known #man seller (n.) selling (u.m.) <b>beta</b> -glucose #ray #test tron #wave <b>between</b> brain decks whiles <b>bi</b> (pref.) -illic <i>rest one word</i> <b>big</b> -eared (u.m.) eye (fish) -eyed (u.m.) head (ego) hearted horn (sheep) -horned (u.m.) house (peniten- tiary) #league (n.) -leaguer mouthed name (top rank) (n., u.m.) time (top rank) (n., u.m.) <b>bill</b> back beetle board	<b>bill—con.</b> book broker broking bug fish fold head heading holder hook poster posting sticker <b>billet</b> -doux head man billingsgate <b>bio</b> (c.f.) -aeration -osmosis <i>rest one word</i> <b>birch</b> bark wood <b>bird</b> bath bander banding cage call catcher craft #dog -eyed (u.m.) -faced (u.m.) house land life lime lore man mouthed seed shop shot skin #song stone watcher woman <b>bird's</b> -eye #nest (literal) (n.) -nest (n., u.m., v.) <b>birth</b> bed #date day #flower land mark mate place #rate right stone #year <b>biscuit</b> #baker maker making -shaped (u.m.) <b>blamuto</b> (c.f.) <i>all one word</i> <b>bit</b> stock wise <b>bitter</b> #end -ender head hearted sweet -tongued (u.m.) <b>black</b> ball (nonliteral) bird board
<b>barge</b> board #course house -laden (u.m.) line load man master <b>bark</b> bound cutter peel peeler #rot -tanned (u.m.) <b>barley</b> corn field mow #water <b>barn</b> #dance man stormer yard barracksmate <b>barrel</b> head maker making -roll (v.) -shaped (u.m.) <b>base</b> ball ball #bat baller board hearted line #line (surveying) load man (n.) #metal -minded (u.m.) #pay <b>bas</b> (c.f.) <i>all one word</i> <b>basket</b> ball baller #case fish maker ware #weave woman work bas-relief <b>bas</b> -bar #drum #horn #viol <b>bat</b> blind -eyed (u.m.) fish fowl man wing <b>bath</b> house mat robe room #towel tub <b>bats</b> man wing (cloth) <b>batter</b> cake man <b>battle</b> ax #cruiser	<b>beak</b> head iron -shaped (u.m.) beakerman <b>beam</b> filling house maker -making (u.m.) man room #trawl work <b>bean</b> bag cod -fed (u.m.) field picker pole pot setter -shaped (u.m.) stalk <b>bear</b> baiting herd hide hound off (n., u.m.) skin trap <b>beater</b> man -out #press -up <b>beauty</b> -blind (u.m.) -clad (u.m.) proof #shop <b>beaver</b> board pelt <b>bed</b> board bug case chair chamber clothes cord cover fast fellow foot frame goer lamp	<b>bee</b> bread -eater herd hive house keeper keeping line man way <b>beech</b> nut wood <b>beef</b> eater #extract -faced (u.m.) head head steak tongue <b>beer</b> #cellar maker #yeast <b>bees</b> wax wing <b>beet</b> field #pulp #sugar <b>beetle</b> -browed (u.m.) head headed stock stone <b>before</b> -cited (u.m.) hand -mentioned (u.m.) -named (u.m.) time <b>beggar</b> man woman behindhand <b>bell</b> bird -bottomed (u.m.) boy #buoy crank -crowned (u.m.) hanger hop house	<b>bell—con.</b> maker making man mouthed ringer ringing wether <b>bellows</b> maker making man <b>belly</b> ache band bound buster button fed (u.m.) land (v.) piece pinch belowstairs <b>belt</b> -driven (u.m.) maker making man saw <b>bench</b> board fellow -hardened (u.m.) land made (u.m.) man mark (nonliteral) #mark (surveying) warmer work <b>bent</b> wing (n., u.m.) wood <b>benzo</b> (c.f.) <i>all one word</i> <b>berry</b> -brown (u.m.) #cone picker picking <b>best</b> #clad #dressed #known #man seller (n.) selling (u.m.) <b>beta</b> -glucose #ray #test tron #wave <b>between</b> brain decks whiles <b>bi</b> (pref.) -illic <i>rest one word</i> <b>big</b> -eared (u.m.) eye (fish) -eyed (u.m.) head (ego) hearted horn (sheep) -horned (u.m.) house (peniten- tiary) #league (n.) -leaguer mouthed name (top rank) (n., u.m.) time (top rank) (n., u.m.) <b>bill</b> back beetle board	<b>bill—con.</b> book broker broking bug fish fold head heading holder hook poster posting sticker <b>billet</b> -doux head man billingsgate <b>bio</b> (c.f.) -aeration -osmosis <i>rest one word</i> <b>birch</b> bark wood <b>bird</b> bath bander banding cage call catcher craft #dog -eyed (u.m.) -faced (u.m.) house land life lime lore man mouthed seed shop shot skin #song stone watcher woman <b>bird's</b> -eye #nest (literal) (n.) -nest (n., u.m., v.) <b>birth</b> bed #date day #flower land mark mate place #rate right stone #year <b>biscuit</b> #baker maker making -shaped (u.m.) <b>blamuto</b> (c.f.) <i>all one word</i> <b>bit</b> stock wise <b>bitter</b> #end -ender head hearted sweet -tongued (u.m.) <b>black</b> ball (nonliteral) bird board

<b>black—con.</b> -bordered (u.m.) damp -eyed (u.m.) face faced fire fish guard hearted jack leg #letter list mall mark #market (n.) -market (u.m., v.) -marketeer -marketer mouthed out (n., u.m.) plate (printing) print -robed (u.m.) #sheep shirted smith snake strap (n.) top #widow blameworthy blank book #check blanket maker making <b>blast</b> hole plate <b>blasto</b> (c.f.) <i>all one word</i> <b>bleach</b> field ground house man works yard <b>blear</b> eye -eyed (u.m.) -witted (u.m.) <b>blepharo</b> (c.f.) <i>all one word</i> <b>blight</b> bird -resistant (u.m.) <b>blind</b> -bomb (v.) fish -flying (u.m.) fold -loaded (u.m.) #man #pig spot stitch story worm blink-eyed (u.m.) <b>blithe</b> hearted -looking (u.m.) <b>blitz</b> buggy krieg <b>block</b> buster head headed hole (v.) house #letter like maker making man ship	<b>blood</b> -alcohol (u.m.) #bank bath beat borne #count curdling -drenched (u.m.) fin (fish) -giving (u.m.) guilty -hot (u.m.) hound letting line mobile #pressure -red (u.m.) ripe shed shot spiller spilling spot stain stock stone stream sucker sucking #test thirst thirsty #type -warm (u.m.) <b>bloody</b> hearted (u.m.) -nosed (u.m.) -red (u.m.) <b>blossom</b> bill (duck) -bordered (u.m.) head (duck) -laden (u.m.) time <b>blew</b> back box by (n., u.m.) cock down (n., u.m.) fish gun hard (n.) hole iron lamp line off (n., u.m.) out (n., u.m.) outproof pipe proof spray through (u.m.) torch tube up (n., u.m.) <b>blue</b> -annealed (u.m.) beard (n.) bill (bird) bird blood blooded bonnet book (nonliteral) bottle breast (bird) coat (n.) #devil -eye (bird) -eyed (u.m.) fish gill grass -gray (u.m.) -green (u.m.) hearted	<b>blue—con.</b> -hot (u.m.) jack jacket #jay nose -pencil (v.) point (oyster) print stocking stone streak (nonlit- eral) throat (bird) tongue (n.) wing (bird) <b>blunder</b> buss head <b>blunt</b> -edged (u.m.) hearted -spoken (u.m.) <b>boar</b> skin spear staff <b>board</b> #foot maker man #measure rack walk <b>boarding</b> house #school <b>boat</b> bill (bird) builder building crew hook head house keeper load loader loading man master owner setter shop side swain tail woman wright yard <b>bob</b> cat sled stay tall white <b>bobby</b> pin -soxer <b>body</b> bearer bending builder -centered (u.m.) guard maker making man -mind plate #politic work <b>bog</b> -eyed (u.m.) #iron land man trot (v.)	<b>bog—con.</b> trotter way <b>boil</b> down (n., u.m.) off (n., u.m.) out (n., u.m.) over (n., u.m.) <b>boiler</b> house maker making man -off -out plate room shop smith works <b>bolting</b> #house #point <b>bold</b> face (printing) faced hearted -spirited (u.m.) bolsterwork <b>bolt</b> cutter head header heading hole maker -shaped (u.m.) smith strake work <b>bomb</b> #bay drop fall line proof shell sight thrower -throwing (u.m.) <b>bond</b> holder man #paper slave stone woman <b>bonds</b> man woman <b>bone</b> ache #ash black breaker -bred (u.m.) dog (fish) -dry (u.m.) -eater fish -hard (u.m.) head headed lace meal set setter shaker -white (u.m.) work <b>booby</b> #batch trap boogie-woogie <b>book</b> binder bindery binding board	<b>book—con.</b> case craft dealer #end fair -fed (u.m.) fold keeper keeping -learned (u.m.) #learning -lined (u.m.) list lore lover maker making man mark mate mobile plate rack rest room sale seller selling shelf shop stack stall stamp stand stitch -stitching (u.m.) store -taught (u.m.) #trade wise work worm wright writer <b>boom</b> boat #brace -ended (u.m.) #sail #stay town truck yard boondoggling <b>boot</b> black boy holder hose jack lace last leg legger lick maker making strap #top #tree <b>border</b> land line <b>bore</b> hole safe sight <b>bosom</b> -deep (u.m.) -folded (u.m.) maker -making (u.m.) <b>bottle</b> bird -fed (u.m.) holder maker making neck
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<b>bottle—con.</b> nose (fish) -nosed (u.m.) tight #washer <b>bottom</b> #land #plate boughpot <b>bow</b> back bent #compass fin (fish) grace head knot legged light line maker making man -necked (u.m.) #oar pin #saw shot sprit stave string woman worker wow bowerbird <b>bowl</b> maker -shaped (u.m.) <b>box</b> board boy car fish girl haul head (printing) keeper #kite maker making man #office #score #spring truck work <b>boxer</b> -off -up <b>brachio</b> (c.f.) <i>all one word</i> <b>brachy</b> (c.f.) <i>all one word</i> <b>brain</b> ache cap child -cracked (u.m.) craft fag #fever pan power sick -spun (u.m.) storm -tired (u.m.) wash washed washing work worker <b>brake</b> drum hand head #lining load maker making	<b>brake—con.</b> man meter power shoe #wheel brandnew (u.m.) <b>brandy</b> -burnt (u.m.) man wine <b>brass</b> -armed (u.m.) #band -bold (u.m.) bound #hat -smith ware #winds worker works <b>brave</b> hearted -looking (u.m.) -minded (u.m.) <b>brazen</b> -browed (u.m.) face faced <b>bread</b> basket board box crumb earner earning fruit #knife line liner maker making man plate seller stuff #tray winner winning <b>break</b> away (n., u.m.) ax back (n., u.m.) bone (fever) #circuit down (n., u.m.) -even (u.m.) fast fast #room front -in (n., u.m.) #iron line (printing) neck off (n., u.m.) out (n., u.m.) over (n., u.m.) point stone through (n., u.m.) time up (n., u.m.) water wind <b>breaker</b> -down man -off -up <b>breast</b> band beam bone -deep (u.m.) -fed (u.m.) -high (u.m.) hook mark piece	<b>breast—con.</b> pin plate plow rail rope wise wood work <b>breath</b> -blown (u.m.) -tainted (u.m.) taking bredstitch <b>breach</b> block cloth loader -loading (u.m.) lock piece pin plug sight <b>breeze</b> -borne (u.m.) -lifted (u.m.) -swept (u.m.) way <b>brew</b> house master <b>bribe</b> -free (u.m.) giver giving taker taking worthy bric-a-brac <b>brick</b> bat bound -built (u.m.) -colored (u.m.) field kiln layer laying liner maker making mason -red (u.m.) setter wise work yard <b>bride</b> bed bowl cake chamber cup groom knot lace maiden stake <b>brides</b> maid man <b>bridge</b> board builder head house keeper maker maker man master piece pot #rail tree #wall ward way work	<b>bridle</b> #gate man wise briefcase <b>bright</b> -colored (u.m.) -eyed (u.m.) work <b>brilliant</b> -cut (u.m.) -green (u.m.) brimstone <b>brine</b> bound #cooler house man -soaked (u.m.) bringer-up <b>bristle</b> bird cone (u.m.) -pointed (u.m.) tail bristolboard <b>broad</b> acre ax band (n., u.m.) (radio) -beamed (u.m.) bill (bird) brim cast caster cloth #gage head hearted #jump leaf (n.) -leaved (u.m.) loom minded -mouthed (u.m.) share (n., v.) sheet (n.) side sword tail (n.) way wife wise woven <b>broken</b> -down (u.m.) hearted -legged (u.m.) -mouthed (u.m.) <b>bromo</b> (c.f.) <i>all one word</i> <b>bronchio</b> (c.f.) <i>all one word</i> <b>broncho</b> (c.f.) <i>all one word</i> brincobuster <b>bronze</b> bound -clad (u.m.) -covered (u.m.) -red (u.m.) smith wing (bird) <b>broom</b> #handle -leaved (u.m.) maker -making (u.m.) stick tail <b>brother</b> -german hood -in-law <b>brow</b> beat beaten beating	<b>brow—con.</b> bound piece point post <b>brown</b> back #bread -eyed (u.m.) line (n., u.m.) out (n., u.m.) print #rot #rust stone tail (moth) <b>brush</b> ball bird #holder land maker making man off (n., u.m.) -treat (v.) wood work <b>brusher</b> -off -up bubble #gum <b>buck</b> eye -eyed (u.m.) #fever horn hound passer passing plate pot saw shot skin skinned stall stay stove tail tooth wagon wash <b>bucket</b> maker making man #seat -shaped (u.m.) shop <b>bud</b> #rot time wood <b>buff</b> -tipped (u.m.) ware -yellow (u.m.) <b>buffalo</b> back (fish) #dance <b>bug</b> bear bite -eyed (u.m.) fish head (fish) house proof buildup (n., u.m.) <b>built</b> -in (u.m.) -up (u.m.) <b>bulb</b> #rod -tee (u.m.) <b>bulbo</b> (c.f.) <i>all one word</i>
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<b>bulk</b> head headed -pile (v.) weigh (v.) <b>bull</b> back baiting cart dog doze dozer -faced (u.m.) #fiddle fight fighter fighting finch frog head headed hide man -mouthed (u.m.) neck nose nosed pen ring skin #terrier toad -voiced (u.m.) whack whacker whip <b>bullet</b> head headed maker making proof <b>bull's</b> -eye (nonliteral) -foot <b>bumble</b> bee foot kite <b>bumboat</b> <b>bung</b> hole maker start <b>bunk</b> house load <b>buntline</b> <b>burn</b> -in (n., u.m.) out (n., u.m.) over (n., u.m.) up (n., u.m.) burned-over (u.m.) burner-off <b>burnt</b> -out (u.m.) -up (u.m.) <b>bus</b> #bar boy #conductor driver driving fare #girl line load man <b>bush</b> beater buck fighter fighting -grown (u.m.) hammer -headed (u.m.) land #league -leaguer	<b>bush—con.</b> maker making man master ranger ranging whacker whacking wife woman wood <b>bushel</b> man woman <b>business</b> man woman bustup (n., u.m.) <b>busy</b> body -fingered (u.m.) head headed -idle work <b>butt</b> -joint (v.) saw stock strap -weld (v.) <b>butter</b> ball bill bird box -colored (u.m.) #dish fat fingered fingers fish head #knife maker making men milk mouth mouthed nut #packer print -rigged (u.m.) scotch -smooth (u.m.) wife woman worker -yellow (u.m.) <b>button</b> -eared (u.m.) -headed (u.m.) hold holder hole holed holer holding hook maker making mold #strike worker <b>buzz</b> #bomb #saw #wig buzzerphone <b>by</b> -and-by -by -the-way (n., u.m.) -your-leave (n., u.m.) <i>rest one word</i>	<b>C</b> -sharp -star C-tube <b>cab</b> driver driving fare man #owner stand <b>cabbage</b> fly head worm <b>cabin</b> #car house <b>cabinet</b> maker making not worker working <b>cable</b> #car holder -laid (u.m.) man #ship way <b>caco (c.f.)</b> <i>all one word</i> <b>cage</b> #bird man #stand work <b>cake</b> baker box bread -eater house maker making mixer -mixing (u.m.) pan walk walker <b>calci (c.f.)</b> <i>all one word</i> <b>calf</b> bound #love skin time <b>calico</b> back (fish) #bass <b>calc-weld (v.)</b> <b>call</b> back (n., u.m.) box boy down (n., u.m.) -in (n., u.m.) #market note -off (n., u.m.) out (n., u.m.) -over (n., u.m.) #rate up (n., u.m.) <b>cam</b> shaft #switch #wheel <b>camel</b> back (rubber) -backed (u.m.) driver -faced (u.m.) keeper man <b>camel's</b> #hair (n.) -hair (u.m.)	<b>camera</b> #lucida man #obscura <b>camp</b> #bed #chair craft fire #follower ground #meeting stool ward <b>can</b> #buoy capper maker making not #opener boat man side <b>candle</b> bomb box fish -foot holder -hour light lighter lighting lit maker making -meter power -shaped (u.m.) stand stick wick wright <b>candy</b> maker stick <b>canoe</b> -backed (u.m.) brake #chair crusher cutter field #press #seat #sugar work <b>canker</b> bird -eaten (u.m.) -mouthed (u.m.) #sore <b>cannon</b> ball proof <b>canoe</b> load man <b>canvas</b> back -covered (u.m.) maker making man #shoe #stitch work worker <b>cap</b> -flash (v.) -olecranal <i>rest one word</i> <b>carriage</b> maker making nut screw sheaf shore	<b>cap—con.</b> stone <b>car</b> barn borne boy break builder fare #ferry #float goose hop line load lot man -mile owner pool port shop sick wash washing #wheel <b>carbo (c.f.)</b> <i>all one word</i> <b>carbol (c.f.)</b> <i>all one word</i> <b>carcino (c.f.)</b> <i>all one word</i> <b>card</b> board case holder -index (u.m., v.) maker making player room sharp stock <b>cardio (c.f.)</b> -aortic <i>rest one word</i> <b>care</b> free -laden (u.m.) taker taking -tired (u.m.) worn <b>carpet</b> bag bagger bagging beater beating #cleaner -cleaning (u.m.) -covered (u.m.) fitter fitting layer laying #loom maker making -smooth (u.m.) #snake #stitch #sweeper -sweeping (u.m.) way weaver -weaving (u.m.) web work woven <b>carpo (c.f.)</b> -olecranal <i>rest one word</i> <b>carrier</b> maker making (u.m.) smith way carrierborne
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<b>carrot</b> -colored (u.m.) head (nonliteral) juice top (nonliteral)	<b>catch</b> all (n., u.m.) -as-catch-can (u.m.) cry land line (printing) penny plate #title up (n., u.m.) water weight word work	<b>centro (c.f.)</b> <i>all one word</i> <b>cephalo (c.f.)</b> <i>all one word</i> <b>cerate (c.f.)</b> <i>all one word</i> <b>cerebro (c.f.)</b> -ocular <i>rest one word</i> <b>cervico (c.f.)</b> -occipital -orbicular <i>rest one word</i> <b>ceas</b> pipe pit pool chaffcutter chain #bag #belt -driven (u.m.) #gang maker making man #saw stitch store work	<b>check—con.</b> off (n., u.m.) out (n., u.m.) passer (n.) passing point rack rail rein ring roll roller room rope row rowed rower sheet strap string up (n., u.m.) #valve washer weigher weighman work writer writing <b>checker</b> board breast (bird) -in -off -out -up wise work <b>cheek</b> bone piece strap cheerleader <b>cheese</b> board box burger cake cloth curd cutter head headed #knife lip maker making parer paring plate #press <b>chemico (c.f.)</b> <i>all one word</i> <b>chemo (c.f.)</b> <i>all one word</i> <b>cherry</b> bird -colored (u.m.) picker picking #pie #pit stone (nonliteral) #stone (literal) #wine <b>chees</b> board man <b>cheesnut</b> -colored (u.m.) -red (u. m.) <b>chicken</b> bill -billed (u.m.) #breast breasted #coop #farm feed heart hearted	<b>chicken—con.</b> house por #wire #yard <b>chief</b> #justice -justiceship #mate <b>child</b> bearing bed birth crowing hearted hood kind life -minded (u.m.) ridden wife <b>chill</b> -cast (u.m., v.) room <b>chin</b> band -bearded (u.m.) -chin cloth cough -high (u.m.) piece rest #shield strap <b>china</b> #bark -blue (u.m.) #shop ware <b>China</b> man town woman <b>chip</b> board munk #shot <b>chiro (c.f.)</b> <i>all one word</i> <b>chisel</b> #bit -cut (u.m.) -edged (u.m.) #grinder #maker mouth (fish) chitchat chitter-chatter <b>chlora (c.f.)</b> <i>all one word</i> <b>chock</b> ablock -full (u.m.) <b>chocolate</b> -brown (u.m.) -coated (u.m.) #maker <b>choir</b> boy man #master #school wise <b>choke</b> bore bored boring damp out (n., u.m.) point strap <b>chokerman</b> <b>chole (c.f.)</b> <i>all one word</i> <b>chondro (c.f.)</b> -osseous <i>rest one word</i> <b>chop</b> -chop
<b>carry</b> all (n., u.m.) around (n., u.m.) back (n., u.m.) -in (n., u.m.) out (n., u.m.) over (n., u.m.)	<b>cart</b> load man way wheel (coin) whip wright	<b>cater</b> corner cornered wauling <b>cat's</b> -eye (nonliteral) -paw (nonliteral) <b>cattle</b> #boat #breeder feed man #raiser -raising (u.m.) #ranch yak <b>cauliflower</b> #ear -eared (u.m.) #ware <b>cause</b> way wayman cavalryman <b>cave</b> dweller -dwelling (u.m.) #fish -in (n., u.m.) man cease-fire (n., u.m.) <b>cedar</b> bird -colored (u.m.) #leaf maker ware <b>cell (c.f.)</b> <i>all one word</i> <b>cello (c. f.)</b> <i>all one word</i> <b>cell</b> house mate #tester #wall <b>cellar</b> man way woman <b>cement</b> -covered (u.m.) maker making mason -temper (v.) <b>census</b> #taker -taking (u.m.) <b>center</b> #bit board head (printing) line most piece #point -second <b>centi (c.f.)</b> <i>all one word</i> centimeter-gram- second <b>centri (c.f.)</b> <i>all one word</i>	<b>chair</b> borne fast maker making man mender mending -shaped (u.m.) warmer woman <b>chalk</b> cutter -eyed (u.m.) line stone -white (u.m.) worker <b>chamber</b> maid woman <b>change</b> house over (n., u.m.) <b>chap</b> book fallen <b>chapel</b> going man <b>char</b> coal coaled coaling pit woman <b>charge</b> #book man off (n., u.m.) out (n., u.m.) Charley horse <b>chari</b> house room <b>chatter</b> box mark <b>cheapskate</b> <b>check</b> bird bite book hook -in (n., u.m.) line list mark mate nut	<b>chicken—con.</b> bearing bed birth crowing hearted hood kind life -minded (u.m.) ridden wife <b>chill</b> -cast (u.m., v.) room <b>chin</b> band -bearded (u.m.) -chin cloth cough -high (u.m.) piece rest #shield strap <b>china</b> #bark -blue (u.m.) #shop ware <b>China</b> man town woman <b>chip</b> board munk #shot <b>chiro (c.f.)</b> <i>all one word</i> <b>chisel</b> #bit -cut (u.m.) -edged (u.m.) #grinder #maker mouth (fish) chitchat chitter-chatter <b>chlora (c.f.)</b> <i>all one word</i> <b>chock</b> ablock -full (u.m.) <b>chocolate</b> -brown (u.m.) -coated (u.m.) #maker <b>choir</b> boy man #master #school wise <b>choke</b> bore bored boring damp out (n., u.m.) point strap <b>chokerman</b> <b>chole (c.f.)</b> <i>all one word</i> <b>chondro (c.f.)</b> -osseous <i>rest one word</i> <b>chop</b> -chop

<b>chop—con.</b> house stick #suey	<b>clampdown</b> (n., u.m.)	<b>clipper</b> -bullt (u.m.)	<b>club</b> #car #chair foot footed hand haul house #link man mobile ridden room root -shaped (u.m.) #steak woman	<b>cock—con.</b> crowing eye eyed fight fighting head pit roach #robin spur sure tail -tailed (u.m.) up (n., u.m.)
<b>chow</b> chow line #mein	<b>clans</b> man woman	<b>cloak</b> -and-dagger (n., u.m.) maker making room	<b>clutch</b> man #shaft co (pref.) -op exist, operate, etc. rest one word	<b>cockle</b> boat shell
<b>Christ</b> -given (u.m.) -inspired (u.m.) like	<b>clap</b> board net trap	<b>clock</b> case face house keeper maker making -minded (u.m.) room setter smith	<b>coach</b> -and-four builder building maker making man whip woman work	<b>cocks</b> comb combed
<b>chromo</b> (c.f.) all one word	<b>clasp</b> hook #knife	<b>close</b> bred breeding -connected (u.m.) cross crossed crossing -cut (u.m.) down (n.) -fertilize (v.) fisted handed headed hearted -knit minded mouthed out (n., u.m.) up (n., u.m.)	<b>coal</b> bag bagger bed bin -black (u.m.) boat box breaker #car dealer digger -faced (u.m.) field fish #gas hole -laden (u.m.) #loader #mine #miner #oil pit rake sack (astron.) shed ship #tar #truck yard	<b>cod</b> bank fish fishery fishing head headed #liver man pitchings smack worm codebook
<b>chrono</b> (c.f.) all one word	<b>class</b> book -conscious (u.m.) #consciousness #day man mate room work	<b>cloud</b> breaker head hopper hopping pate pated	<b>coast</b> guardsman land holder side wise	<b>coffer</b> dam work
<b>chuck</b> hole plate #rib wagon	<b>claw</b> bar -footed (u.m.) hammer hatchet -tailed (u.m.)	<b>closed</b> -circuit (u.m.) #end #shop	<b>coat</b> hanger rack room tail tailed	<b>coffin</b> #bone -headed (u.m.) maker making
<b>chuckle</b> head headed	<b>clay</b> #band bank -colored (u.m.) man pan pit ware works	<b>cloth</b> -backed (u.m.) bound maker making worker	<b>cob</b> head meal shed web webbed webbing work cobblestone	<b>cog</b> way wheel
<b>chunkhead</b>	<b>clean</b> -cut (u.m.) handed hearted out (n., u.m.) -shaved (u.m.) -smelling (u.m.) up (n., u.m.)	<b>clothes</b> bag basket brush #closet horse line man pin press rack #tree yard	<b>cock</b> bill bird brain crow	<b>coil</b> box #packing smith #spring
<b>church</b> craft #door goer going like man manlike ward way woman work yard	<b>clear</b> cole -cut (u.m.) cut (forestry) (n., v.) -eyed (u.m.) headed hearted -sighted (u.m.) starch (v.) up (n., u.m.) wing clearinghouse	<b>cloud</b> base burst cap capped -hidden (u.m.) #ring		<b>coin</b> box holder maker making -operated (u.m.) #silver
<b>churn</b> -butted (u.m.) milk	<b>clef</b> -footed (u.m.) -graft (v.)	<b>clover</b> bloom #hay leaf seed sick sickness worm		<b>coke</b> #dust #iron man #oven
<b>cider</b> maker making	<b>clergy</b> man woman			<b>cold</b> blooded -chisel (v.) #cream cuts -draw (v.) finch -flow (v.) -forge (v.) frame #front -hammer (v.) -hammered (u.m.)
<b>cigar</b> box case cutter fish holder maker making -shaped (u.m.) store	<b>cliff</b> bound dweller -dwelling (u.m.) #face hanger side top -worn (u.m.)			
<b>cigarette</b> #case #holder #maker -making (u.m.) #paper cine (c.f.) all one word	<b>climb</b> cliffsman climpath			
<b>circuit</b> #breaker man #rider	<b>clinch</b> -built (u.m.) work			
<b>circum</b> (pref.) arctic, pacific, etc. -Saturnal, etc. rest also one word	<b>cling</b> fish stone			
<b>cirro</b> (c.f.) all one word	<b>clink</b> -clank stone clinker -built (u.m.) work			
<b>cis</b> (pref.) alpine atlantic -trans (u.m.) rest also one word	<b>clip</b> -clip -edged (u.m.) sheet			
<b>city</b> -born (u.m.) bound -bred (u.m.) folk #man scape wide				
<b>clam</b> bake cracker (fish) shell worm				



<b>cold—con.</b> hearted pack -press (v.) proof -roll (v.) -rolled (u.m.) room (n.) -short (u.m.) -shortness -shoulder (v.) store type (printing) #war #wave -work (v.)	<b>cone</b> -in-cone (u.m.) maker making -shaped (u.m.) speaker conference #room <b>Congress</b> man man #at #Large woman <b>contra</b> (pref.) -acting -approach -ion <i>rest one word</i> <b>cook</b> book house maid off (n., u.m.) out (n. u.m.) room shack shop stove <b>cool</b> headed house coonskin <b>cooped</b> -in (u.m.) -up (u.m.) <b>cop</b> #out (v.) out (n.) <b>copper</b> bottom (v.) -bottomed (u.m.) -colored (u.m.) head -headed (u.m.) #mine #miner nose plate -plated (u.m.) proof sidesman smith ware wing (butterfly) worker works <b>copy</b> book boy cat cutter cutting desk #editor fitter fitting holder holding man reader right righter writer <b>coral</b> -beaded (u.m.) bound -red (u.m.) #reef #stitch <b>cord</b> maker wood <b>core</b> #drill maker making #print room <b>cork</b> board -lined (u.m.) maker	<b>cork—con.</b> making screw wing (bird) <b>corn</b> bin bird bread cake cob -colored (u.m.) cracker crib crusher cutter dodger -fed (u.m.) field grower house husk husker land loft meal picker #pit (market) #pone stalk starch #stover worm <b>corner</b> bind piece post stone wise <b>corps</b> man member <b>costo</b> (c.f.) <i>all one word</i> costwise <b>cotter</b> #pin way <b>cotton</b> -clad (u.m.) -covered (u.m.) field grower -growing (u.m.) #mill mouth (snake) packer picker #print seed sick tail <b>council</b> man woman <b>count</b> down (n., u.m.) -down (v.) #wheel u.m.) <b>counter</b> #check (banking) #septum -off act, propaganda, etc. <i>as combining form,</i> <i>one word</i> countinghouse <b>country</b> -born (u.m.) -bred (u.m.) folk man people #seat side ward wide woman <b>county</b> #seat wide	<b>court</b> bred craft house like -martial #plaster room ship work yard <b>cousin</b> -german hood -in-law <b>cover</b> alls #crop let side up (n., u.m.) <b>cow</b> barn bell boy catcher -eyed (u.m.) fish gate girl hand hearted herd hide hitch keeper lick man path pen #pony pox puncher shed skin sucker tail yard <b>crab</b> cake catcher eater eating faced hole man meat stick -yaws (n.) <b>crack</b> ajack (n., u.m.) brained down (n., u.m.) jaw pot -the-whip (n., u.m.) up (n., u.m.) crackeware cracksman <b>cradle</b> board land maker man side #snatcher song time <b>craft</b> #union work <b>crafts</b> man woman <b>crane</b> #driver man way	<b>cranio</b> (c.f.) <i>all one word</i> <b>crank</b> bird case -driven (u.m.) man pin pit shaft #wheel <b>crape</b> fish hanger <b>crash</b> boat dive (v.) land (v.) crawfish <b>crawl</b> -a-bottom (fish) up (n., u.m.) <b>crayon</b> board stone <b>crazy</b> bone cat headed #quilt <b>cream</b> cake #cheese -colored (u.m.) maker making ware <b>credit</b> man #union <b>creek</b> bed fish side <b>creep</b> hole mouse <b>crepe</b> #de #chine #paper #rubber #suzette <b>crest</b> fallen line <b>crew</b> boat cut #list man mate member <b>crib</b> -bite (v.) -hiter strap work <b>crime</b> buster busting wave <b>cries</b> cross crossed crockeryware <b>crook</b> <i>all one word</i> -foot (n.) -legged (u.m.) -nosed (u.m.) -toothed (u.m.) <b>crop</b> -bound (u.m.) -haired (u.m.) head #index land man
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<b>cross</b> #aisle -appeal arm armed band banded banding bar barred beak (bird) beam bearer bedded bedding belt bench #bias -bidding bill (bird) #bill (legal) blind bolt bond bones #brace (n.) bred breed breeding -bridge (v.) -brush (v.) #bun -carve (v.) -channel (u.m.) -check -claim -compound (v.) -connect (v.) -country (u.m.) -cultivate (v.) -cultivation current -curve (math.) (n.) cut cutter cutting -date (v.) -drain (v.) -dye (v.) -dyeing (n.) -examination -examine (v.) -examiner -eye (n., u.m.) -eyed (u.m.) fall feed -fertile (u.m.) -fertilization -fertilize (v.) -fiber (u.m.) field file fire flow foot -grained (u.m.) hair hand handed hatch hatching haul head -immunity -index (u.m.) -interrogate (v.) -interrogatory -invite (v.) legged legs -level (v.) -license (v.) lift (v.) light line lock lots mark mate (v.)	<b>cross-con.</b> member over (n., u.m.) patch path piece plow (v.) -pollinate (v.) -pollination -purpose (n.) -question rail -reaction -refer (v.) -reference -referring road row #rule #section -service -shaft -slide -spale -staff -sterile -sterility -stitch -stone -stratification -sue (v.) -surge (v.) tail (n.) talk tie tied -time (v.) -tined (u.m.) town track trail tree under (n., u.m.) -vote -voting walk way web wind wise word <b>crow</b> bait bar #flight foot footed hop <b>crow's</b> -foot (nonliteral) -nest (nonliteral) <b>crown</b> bar maker making piece #plate #post #sheet #wheel work crybaby <b>crypto</b> (c.f.) -Christian, etc. <i>rest one word</i> <b>crystal</b> -clear (u.m.) -girded (u.m.) -smooth (u.m.) <b>cub</b> master #shark cubbyhole cuddlyhole cullboard <b>cumulo</b> (c.f.) <i>all one word</i> <b>cup</b> bearer board	<b>cup-con.</b> cake #custard ful #grease head headed holder #hook maker making stone <b>curb</b> #bit #market #roof #sending #signaling stone stoner cure-all (n., u.m.) <b>curly</b> head headed locks (n.) currycomb cussword <b>custom</b> -built (u.m.) house -made (u.m.) -tailored (u.m.) work worker <b>cut</b> away (n., u.m.) back (n., u.m.) glass #hole -in (n., u.m.) lips (fish) off (n., u.m.) out (n., u.m.) over (n., u.m.) rate (u.m.) throat -toothed (u.m.) -under (u.m.) -up (n., u.m.) water work worm <b>cutter</b> -built (u.m.) -down head man -off -out -rigged (u.m.) -up <b>cuttle</b> bone fish <b>cyano</b> (c.f.) <i>all one word</i> <b>cycle</b> car smith <b>cyelo</b> (c.f.) -olefin <i>rest one word</i> <b>cysto</b> (c.f.) <i>all one word</i> <b>cyto</b> (c.f.) <i>all one word</i> <b>D</b> -day -major -plus-4-day D-handle <b>dairy</b> #farm #fed (u.m.) -made (u.m.) maid	<b>dairy-con.</b> man woman damsite <b>damp</b> proof proofing -stained (u.m.) damping-off (n., u.m.) <b>dance</b> #band hall <b>danger</b> -fearing (u.m.) #line #point <b>dare</b> -all (n., u.m.) devil deviltry say <b>dark</b> -eyed (u.m.) hearted hoarse (nonliteral) room skin (n.) -skinned (u.m.) <b>dash</b> board light line (printing) maker plate pot wheel <b>date</b> line lined mark #stamp daughter-in-law <b>dawn</b> -gray (u.m.) light streak <b>day</b> beam bed book break -bright (u.m.) dawn dream dreamer dreaming -fly (aviation) (v.) -flying (u.m.) going #letter light lighted lit long (u.m.) man mark #nurse room #school #shift side star time work worker <b>de</b> (pref.) -air ice icer -ion centralize, ener- gize, etc. <i>rest one word</i> <b>dead</b> -alive beat (n.) born -burn (v.)	<b>dead-con.</b> #center -cold (u.m.) -dip (v.) -drunk (u.m.) #end -ender eye (n.) -eyed (u.m.) fall head headed hearted #heat -heated (u.m.) -heater -heavy (u.m.) house latch #letter light line #load lock man (n.) melt pan pay -roast (v.) weight (n., u.m.) wood <b>deaf</b> -dumb -dumbness -mute -muteness <b>deal</b> fish worker yard <b>death</b> bed blow day -divided (u.m.) -doom (v.) #house like #rate -truck (u.m.) trap watch -weary (u.m.) decisionmaking <b>deck</b> hand house -land (v.) load swabber <b>deep</b> -affected (u.m.) -cut (u.m.) -engraved (u.m.) -felt (u.m.) -freeze (u.m., v.) -freezing (u.m.) -frying (u.m.) going -grown (u.m.) -laid (u.m.) most mouthed -rooted (u.m.) #sea -seated (u.m.) -set (u.m.) -sunk (u.m.) -voiced (u.m.) water (u.m.) waterman <b>deer</b> drive (n.) -eyed (u.m.) food herd horn hound keeper #lick
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**deer—con.**

meat  
skin  
stalker  
stalking  
stand  
stealer  
yard

**degree**

-day (measure)  
wise

**dehydr(o)** (c.f.)

*all one word*

**demi** (pref.)

-Christian, etc.

-incognito

*rest one word*

departmentwide

depth #charge

**dermato** (c.f.)

*all one word*

**derrick**

#boat

#crane

man

**desert**

-bred (u.m.)

#fox

land

#ship

**desk**

#helper

man

#room

work

**dessert**

#fork

#knife

spoon

spoonful

**deutero** (c.f.)

*all one word*

**devil**

bird

-devil

-diver (bird)

dog (a marine)

fish

-inspired (u.m.)

-ridden (u.m.)

**dew**

beam

cap

-clad (u.m.)

claw

damp

-drenched (u.m.)

drop

fall

-fed (u.m.)

-laden (u.m.)

lap

lapped

point

**dextro** (c.f.)

*all one word*

**di** (pref.)

*all one word*

**dia** (pref.)

*all one word*

**diamond**

back

-backed (u.m.)

#dust

-shaped (u.m.)

work

**diaz** (c.f.)

-oxide

*rest one word*

**dice**

box

board

#coal

cup

map

play

**die**

-away (u.m.)

back

case

**die—con.**

-cast (u.m., v.)

caster

casting

-cut (u.m., v.)

cutter

cutting

hard (n., u.m.)

head

holder

maker

making

#mold

#plate

#proof (philately)

(n.)

setter

setting

sinker

sinking

-square (u.m.)

stock

**diesel**

-driven (u.m.)

-electric (u.m.)

#engine

dillydally

**dim**

-lighted (u.m.)

lit

out (n., u.m.)

diner-out

**ding**

bat

dong

**dining**

#car

#hall

#room

**dinitro** (c.f.)

#spray

*rest one word*

**dinner**

#hour

time

ware

**dip**

-dye (v.)

-grained (u.m.)

head

heading

#slip

stick

ware

dipper-in

**direct**

-connected (u.m.)

-indirect

**direction**

#finder

-finding (u.m.)

**dirt**

board

-cheap (u.m.)

#farmer

fast

-incrusted (u.m.)

line

plate

#road

**dirty**

-faced (u.m.)

-minded (u.m.)

#work

**dis** (pref.)

*all one word*

**dish**

board

cloth

#cover

#drainer

maker

making

pan

rack

rag

#towel

washer

washing

water

**dish—con.**

wiper

wiping

**disk**

jockey

plow

-shaped (u.m.)

#wheel

districtwide

**ditch**

bank

digger

#hand

rider

side

water

**ditto**

graph

#mark

**dive**

-bomb (v.)

#bomber

keeper

**diving**

#bell

#boat

**do**

-all (n., u.m.)

-gooder

-little (n., u.m.)

-nothing (n., u.m.)

-nought (n., u.m.)

**dock**

hand

head

house

land

man

master

side

worker

yard

**doctor**

bird

fish

**doe**

bird

skin

**dog**

bite

-bitten (u.m.)

bolt

breeder

cart

catcher

#days

-drawn (u.m.)

-ear (v.)

-eared (u.m.)

face (infantry-

man)

-faced (u.m.)

fall

fight

fish

food

head

-headed (u.m.)

hole

house

leg

#owner

race

racing

shore

#show

skin

sled

tail

-tired (u.m.)

tooth

-toothed (u.m.)

#trainer

trick

trot

vane

watch

-weary (u.m.)

**doll**

beer

**doll—con.**

face

-faced (u.m.)

fish

house

maker

making

#post

**dollar**

bird

fish

#mark

\$10 #million (u.m.)

**dolly**

head

man

way

**donkey**

back

-drawn (u.m.)

-eared (u.m.)

man

#pump

work

doodlebug

doomsday

**door**

bed

bell

boy

brand

case

check

frame

head

jamb

keeper

keeping

knob

maid

maker

making

man

mat

nail

plate

post

#roller

-shaped (u.m.)

sill

step



<b>down—con.</b>	<b>draw—con.</b>	<b>drip—con.</b>	<b>duck—con.</b>	<b>dynamo—con.</b>
sitting	file	stick	blind	static
slip	gate	stone	board	<b>dys</b> (pref.)
slope	gear	#tank	boat	<i>all one word</i>
-soft (u.m.)	glove	<b>drive</b>	foot (tool)	<b>eagle</b>
spout	head	away (n., u.m.)	-footed (u.m.)	#eye
stage	horse	belt	hearted	-eyed (u.m.)
stairs	knife	boat	house	stone
state	knot	bolt	#hunter	-winged (u.m.)
stream	link	cap	-hunting (u.m.)	<b>ear</b>
street	loom	head	pin	ache
stroke	net	-in (n., u.m.)	pond	cap
sun (adv., u.m.)	off (n., u.m.)	pipe	#soup	drop
swing	out (n., u.m.)	screw	walk	drum
take	pin	#shaft	<b>due</b>	flap
throw	plate	way	-in (n., u.m.)	guard
thrust	point	#wheel	out (n., u.m.)	hole
time	sheet	<b>drop</b>	dufflebag	lap
town	span	away (n., u.m.)	<b>dug</b>	mark
trampling	stop	#bar	out (n.)	-minded (u.m.)
trend	string	bolt	-up (u.m.)	#muff
trodden	tongs	#bomb	way	phone
turn	tube	#folio (printing)	<b>dull</b>	pick
valley	#well	-forge (v.)	brained	piece
ward	<b>drawer</b>	-forget	-edged (u.m.)	-piercing (u.m.)
way	-down	front	head	plug
weigh	-in	hammer	headed	ring
weight	-off	head	hearted	screw
wind	-out	kick	-looking (u.m.)	shot
<b>draft</b>	<b>drawing</b>	leaf (n., u.m.)	-witted (u.m.)	dum-dum
age (allowance)	#board	leg	<b>dumb</b>	bell
#age (conscriptio)	-in (n., u.m.)	light	head	waiter
-exempt (u.m.)	#room	line	#well	<b>dump</b>
#horse	#table	man	car	cart
<b>draftsman</b>	<b>draw</b>	off (n., u.m.)	#heap	#truck
<b>drag</b>	#horse	out (n., u.m.)	<b>dunder</b>	head
#anchor	man	sonde	head	headed
bar	<b>dream</b>	stitch	<b>dung</b>	beck
boat	-haunted (u.m.)	worm	bird	hill
bolt	land	<b>drug</b>	<b>duo</b> (c.f.)	<i>all one word</i>
#harrow	lit	-addicted (u.m.)	<b>dust</b>	bag
line	lore	man	bin	brush
man	world	mixer	box	cloth
net	<b>dredge</b>	passer	#counter	-covered (u.m.)
pipe	boat	pusher	fall	-gray (u.m.)
rope	#chain	seller	-laden (u.m.)	pan
saw	man	store	<b>dunder</b>	proof
staff	#net	#user	head	storm
wire	<b>dress</b>	<b>dum</b>	beck	tight
<b>dragger</b>	#goods	beat	bird	#well
-down	maker	fire	hill	woman
-in	making	fish	<b>duo</b> (c.f.)	<i>all one word</i>
-out	up (n., u.m.)	head	bag	dust
-up	<b>dressing</b>	house	bin	bin
<b>dragon</b>	#room	line	box	brush
#beam	<b>drift</b>	maker	cloth	#counter
-eyed (u.m.)	#boat	room	#covered (u.m.)	-fall
fish	bolt	#saw	-gray (u.m.)	-laden (u.m.)
fly	meter	stick	pan	proof
kind	-mining (u.m.)	-up (n., u.m.)	storm	tight
#piece	piece	#winding	#well	woman
<b>dragon's</b>	pin	<b>dry</b>	<b>duster</b>	man
#blood	way	-burnt (u.m.)	man	-off
#teeth	weed	#cell	duty	bound
<b>drain</b>	wind	clean	bound	-free (u.m.)
board	wood	cleaned	-dwelling #house	dye
cleaner	<b>drill</b>	cleaner	house	house
man	book	cleaning	maker	maker
pipe	case	-cure (v.)	making	mixer
plug	#clamp	dock	stone	stuff
tile	holder	-dye (v.)	vat	ware
<b>drainage</b>	-like	-farm (v.)	<b>dynamo</b>	#brush
#area	maker	farming (n., u.m.)	electric	genesis
way	man	#goods	metamorphosed	phone
<b>dram</b>	master	house		
seller	#pin	goodsman		
shop	#press	house		
<b>draw</b>	#rack	#kiln		
-arch (n.)	#rest	land		
arm	room	lot		
back	stock	-pack (u.m., v.)		
bar	worker	#rot		
beam	yard	-rotted (u.m.)		
bench	<b>drip</b>	-salt (v.)		
board	board	wash		
bolt	box	#weight		
bore	cock	worker		
bridge	#cup	<b>duck</b>		
cut	-drip	bill		
down (n., u.m.)	-dry (u.m., v.)	-billed (u.m.)		
	sheet			

<b>eaves</b> drop dropper dropping #molding ebb tide <b>edge</b> maker making man #plane shot stone ways wise <b>eel</b> cake catcher catching fare #netting pot pout shop skin spear worm <b>egg</b> beater (all meanings) bound cup eater fruit head (nonliteral) hot (n.) nog plant -shaped (u.m.) shell -white (u.m.) <b>eight</b> -angled (u.m.) #ball fold penny (nail) -ply (u.m.) score -wheeler <b>elbow</b> board chair room <b>elder</b> #brother brotherhood brotherly -leaved (u.m.) man woman <b>electro</b> (c.f.) -optics -osmosis -ultrafiltration <i>rest one word</i> <b>embryo</b> (c.f.) <i>all one word</i> <b>empty</b> handed headed hearted -looking (u.m.) #word <b>en</b> #bane, #gros, #route enamelware <b>encephalo</b> (c.f.) <i>all one word</i> <b>end</b> -all (n., u.m.) bell board brain gate #grain lap line long -match (v.) matcher	<b>end—con.</b> -measure (v.) most #paper piece -shrink (v.) ways <b>ender</b> -on -up <b>endo</b> (c.f.) <i>all one word</i> <b>engine</b> -driven (u.m.) #driver house maker man room #shop -sized (u.m.) smith work #worker #yard <b>entero</b> (c.f.) <i>all one word</i> <b>entry</b> #book man way <b>envelope</b> #holder #maker <b>epl</b> (pref.) <i>all one word</i> <b>equi</b> (c.f.) -gram-molar <i>rest one word</i> <b>ere</b> long now errorproof <b>erythro</b> (c.f.) <i>all one word</i> <b>even</b> glow handed minded -numbered (u.m.) song -tempered (u.m.) tide time <b>ever</b> -abiding (u.m.) bearing blooming -constant (u.m.) -fertile (u.m.) glade going green lasting more -normal (u.m.) -present (u.m.) -ready (u.m.) sporting (biol.) which wise <b>every</b> body day (n., u.m.) #day (each day) how one (all) #one (distributive) thing #time where <b>evil</b> doer doing #eye -eyed (u.m.) -faced (u.m.) hearted -looking (u.m.) minded (u.m.)	<b>evil—con.</b> sayer speaker speaking wishing <b>ex</b> #cathedral cathedral communicate -Governor #libris #officio #post #facto #rights -serviceman -trader <b>express</b> man #train way <b>extra</b> -alimentary #allowance -American #binding bold bound -Britannic -condensed (u.m.) #current curricular -fine (u.m.) hazardous judicial -large (u.m.) -long (u.m.) marginal mural ordinary polar -strong (u.m.) territorial vascular <b>eye</b> #appeal ball bank bar blink -blurred (u.m.) bolt brow -conscious (u.m.) cup flap glance glass hole lash lens lid light line mark -minded (u.m.) #opener peep piece pit point service shade shield shot sick sight sore spot -spotted (u.m.) stalk stone strain string tooth wash water wear #weariness wink winker	<b>eye—cen.</b> witness witnessing <b>F</b> -flat -horn -sharp <b>fable</b> #book land maker teller <b>face</b> about (n., u.m., v.) #ache -arbor (v.) cloth -harden (v.) -hardened (u.m.) lifting maker making man mark -on (n., u.m.) piece plate up (n., u.m.) wise work <b>fact</b> book finding sheet <b>fade</b> away (n., u.m.) -in (n., u.m.) out (n., u.m.) <b>fall-safe</b> <b>faint</b> heart hearted #ruling (printing) -voiced (u.m.) <b>fair</b> ground -lead (n., u.m.) minded play -skinned (u.m.) #trade water way <b>fairy</b> folk hood land like stone tale <b>faith</b> breaker breaking #cure worthy <b>fall</b> away (n., u.m.) back (n., u.m.) fish #guy -in (n., u.m.) out (n., u.m.) -plow (v.) -sow (v.) time trap way #wheat #wind fallow #land <b>false</b> -bottomed (u.m.) #face -faced (u.m.) hearted hood #keel -tongued (u.m.) work	<b>fame</b> -crowned (u.m.) -thirsty (u.m.) worthy <b>fan</b> back bearer #belt #blade #dance fare fish fold foot house -jet -leaved (u.m.) light maker making man marker -shaped (u.m.) tail -talled (u.m.) <b>fancy</b> #dress -free (u.m.) -loose (u.m.) work -woven (u.m.) -wrought (u.m.) <b>far</b> -aloft (u.m.) away (n., u.m.) -borne (u.m.) #cry -distant (u.m.) -eastern (u.m.) -famed (u.m.) fetched flung (u.m.) going gone -off (u.m.) #out -reaching (u.m.) seeing -seen (u.m.) -set (u.m.) sight sighted <b>farm</b> #bloc -bred (u.m.) hand hold house land owner people place stead steading woman work worker yard <b>fashion</b> -led (u.m.) monger #piece (naut.) #plate -setting (u.m.) <b>fast</b> -anchored (u.m.) back bound -died (u.m.) going hold -moving (u.m.) -read (v.) -reading (u.m.) #time (daylight saving) <b>fat</b> #acid back backed
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<b>fat—con.</b> -bellied (u.m.) brained -free (u.m.) head headed hearted -soluble (u.m.)	<b>fen</b> bank land man <b>fence</b> maker post -row <b>fern</b> -clad (u.m.) grower land leaf -leaved (u.m.) <b>ferro</b> (c.f.) -carbon-titanium -uranium <i>rest one word</i>	<b>file—con.</b> #grinder -hard (u.m.) maker making setter smith -soft (u.m.) <b>fill</b> -in (n., u.m.) out (n., u.m.) -up (n., u.m.) <b>filler</b> cap -in -out -up #wall <b>film</b> cutter goer going land #paper slide strip -struck (u.m.) <b>fin</b> back fish foot (bird) #keel -shaped (u.m.) <b>fine</b> -cut (u.m., v.) -draw (v.) -drawn (u.m.) -featured (u.m.) -looking (u.m.) -set (u.m.) <b>finger</b> breadth -cut (u.m.) fish hold hole hook mark nail parted post print shell spin stall stone tip work <b>fire</b> arm back (n.) ball bell bird board boat bolt bomb box brand brat break brick bug -burnt (u.m.) #call -clad (u.m.) #clay coat cracker crest -cure (v.) damp #drill -eater fall fang fanged fighter	<b>fire—con.</b> fighting fly guard -hardened (u.m.) hose house light line lit man pit place plow plug -polish (v.) power proof -red (u.m.) -resistant (u.m.) room safe safety side spout stone #test trap truck wall warden water wood work worker <b>firm</b> -footed (u.m.) hearted -set (u.m.) -up (n., u.m.) <b>first</b> #aid -slider -born (u.m.) -class (u.m.) comer #grade (u.m.) hand (adv., u.m.) line (u.m.) -made (u.m.) -named (u.m.) -nighter -rate (u.m.) -rater <b>fish</b> back backed bed -bellied (u.m.) berry bolt bone cake #day eater eye -eyed (u.m.) fall #farm -fed (u.m.) food garth hook house -joint (v.) kill #ladder line man #market meal monger mouth plate pond pool pot pound skin #stick	<b>fish—con.</b> tall flap way weir wife woman works yard <b>fisher</b> boat boy folk girl man people woman fishyback (n., u.m.) <b>fit</b> out (n.) strip <b>five</b> bar fold -ply (u.m.) -pointed (u.m.) -reeler score -shooter <b>flag</b> bearer boat maker making pole post -raising (u.m.) ship -signal (v.) staff stick stone #stop worm <b>flame</b> -colored (u.m.) -cut (v.) proof thrower tight <b>flange</b> #nut way <b>flannel</b> mouth mouthed <b>flap</b> cake doodle -eared (u.m.) jack <b>flare</b> back (n., u.m.) board light out (n., u.m.) path up (n., u.m.) <b>flash</b> back (n., u.m.) board bulb card gun lamp light over (n., u.m.) pan point power proof <b>flat</b> back (bookbind- ing) bed (printing) boat -bottomed (u.m.) car -compound (v.) fish
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**fault**  
finder  
finding  
line  
slip

**faux #pas**  
**fear**  
-free (u.m.)  
nought  
-pursued (u.m.)  
-shaken (u.m.)

**feather**  
bed (v.)  
bedding  
bone  
brain  
brained  
edge  
edged  
-footed (u.m.)  
head  
headed  
-leaved (u.m.)  
man  
stitch  
-stitched (u.m.)  
-stitching  
-tongue (v.)  
way  
weight  
wing (moth)  
work  
worker  
fed-up (u.m.)

**feeble**  
-bodied (u.m.)  
brained  
hearted  
minded

**feed**  
back (n., u.m.)  
bag  
bin  
board  
box  
crusher  
cutter  
head  
line  
lot  
mixer  
pipe  
rack  
store  
stuff  
#tank  
#truck  
#valve  
way  
#wire  
**feeder**  
-in  
-up  
**fellow**  
craft  
ship  
*rest two words*

**felt**  
cutter  
-lined (u.m.)  
maker  
making  
packer  
#roller  
#roofer  
work  
worker

**fever**  
#heat  
less  
like  
-stricken (u.m.)  
trap  
-warm (u.m.)

**fiber**  
board  
-faced (u.m.)  
glass  
stitch

Fiberglas  
**fibro** (c.f.)  
-osteoma  
*rest one word*

**fickle**  
hearted  
minded (u.m.)

**fiddle**  
back  
-fiddle  
head  
headed  
maker  
-shaped (u.m.)  
stick  
string

**field**  
ball  
bird  
book  
#corn  
fare (bird)  
glass  
goal  
house  
man  
piece  
-strip  
work  
worker  
**fierce**  
-eyed (u.m.)  
hearted  
-looking (u.m.)

**fiery**  
-flaming (u.m.)  
-hot (u.m.)  
-red (u.m.)  
-tempered (u.m.)

**fig**  
bar  
eater  
leaf  
shell  
**figure**  
head  
-of-eight (u.m.)  
#work (printing)

**file**  
card  
fish



<b>flat—con.</b>	<b>flood—con.</b>	<b>flute—con.</b>	<b>foot—con.</b>	<b>form—con.</b>
fold	#plain	mouth (fish)	band	#letter
foot (n.)	tide	work	bath	#work (printing)
footed	time	<b>fluvio (c.f.)</b>	blower	<b>forth</b>
hat	wall	<i>all one word</i>	board	coming
head	water	<b>fly</b>	brake	right
headed	way	away	breadth	with
iron	wood	back	bridge	<b>fortune</b>
land	<b>floor</b>	ball	-candle	#hunter
nose	beam	-bitten (u.m.)	fall	#hunting
out (n., u.m.)	board	blow	-free (u.m.)	teller
-rolled (u.m.)	cloth	boat	gear	telling
sawn	girl	boy	-grain	forty-niner
#silver	head	-by-night (n., u.m.)	halt	<b>foul</b>
top	lamp	catcher	hill	#ball
-topped (u.m.)	line	catching	hold	#line
ware	load	eater	-lambert	-looking (u.m.)
way	man	-fish (v.)	licker	mouthed
wise	mat	-fisher	licking	<b>play</b>
woods	mop	-fisherman	light(s)	-spoken (u.m.)
work	#plug	#fishing	line	-tongued (u.m.)
yard	#show	flap	lining	up (n., u.m.)
<b>flax</b>	space	flapper	lock	<b>foun-dry</b>
board	stain	-free (u.m.)	locker	man
drop	walker	leaf	loose	#proof (printing)
field	ward	line	man	<b>fountain</b>
-leaved (u.m.)	#wax	man	mark	head
man	-waxing (u.m.)	over (n., u.m.)	note	#pen
-polled (u.m.)	way	paper	noted	<b>four</b>
seed	wise	path	pad	-bagger
wife	work	pick	plate	-ball (u.m.)
woman	flop-house	plate	-pound	-eyed (u.m.)
<b>flea</b>	<b>flour</b>	-specked (u.m.)	-pound-second	-eyes (fish)
bite	bag	tail	power	flush
-bitten (u.m.)	bin	tier	print	flusher
hopper	#blender	trap	race	flushing
<b>fleet</b>	#grinder	way	rail	fold
foot	maker	weight	rest	-footed (u.m.)
-footed (u.m.)	making	wheel	room	-in-hand (n., u.m.)
wing	#mill	winch	rope	-masted (u.m.)
<b>flesh</b>	#miller	<b>flying</b>	scald	-master
brush	#mixer	#boat	-second	penny (nail)
fly	sack	#bomb	slogger	-ply (u.m.)
hook	<b>flow</b>	#fish	sore	score
-pink (u.m.)	#chart	<b>foam</b>	stalk	some
pot	meter	bow	stall	square
fleur-de-lis	off (n., u.m.)	-crested (u.m.)	step	squared
<b>flight</b>	sheet	#rubber	stick	-wheeler
crew	<b>flower</b>	-white (u.m.)	stock	<b>fox</b>
-hour	bed	<b>fog</b>	stone	-faced (u.m.)
path	bud	born	stool	fish
-test (v.)	-crowned (u.m.)	bound	-ton	hole
<b>flim</b>	#cup	bow	walk	hound
flam	#grower	dog	wall	#hunting
flammer	-hung (u.m.)	eater	way	skin
<b>flint</b>	maker	-hidden (u.m.)	wear	skinned
#glass	making	horn	-weary (u.m.)	tail
hearted	piece	-ridden (u.m.)	work	tailed
lock	pot	<b>fold</b>	worn	#terrier
#paper	-scented (u.m.)	-in	<b>for (pref.)</b>	trot
work	#shop	up (n., u.m.)	<i>all one word</i>	<b>fracto (c.f.)</b>
worker	#show	<b>folk</b>	craft	<i>all one word</i>
<b>flip</b>	#stalk	free (u.m.)	#dance	<b>frame</b>
-flap	time	lore	free (u.m.)	house
-flop	work	song	and-after (n.)	maker
over (n., u.m.)	<b>flue</b>	way	-edge	making
-up (n., u.m.)	-cure (v.)	<b>follow</b>	-end	smith
<b>float</b>	man	-on	-exercise	up (n., u.m.)
board	<b>fluid</b>	through (n., u.m.)	<i>rest one word</i>	work
#iron	-compressed (u.m.)	up (n., u.m.)	<b>forest</b>	worker
maker	extract (pharm.)	follower-up	bound	frankhearted
man	(n.)	<b>food</b>	-clad (u.m.)	<b>free</b>
plane	glycerate	grower	-covered (u.m.)	board
stone	#ounce	packer	craft	boot
work	<b>fluo (c.f.)</b>	shop	#land	booter
<b>flock</b>	<i>all one word</i>	sick	side	born
book	<b>fluoro (c.f.)</b>	store	<b>fork</b>	drop
man	<i>all one word</i>	stuff	head	-for-all (n., u.m.)
master	<b>flush</b>	<b>fool</b>	lift	-grown (u.m.)
owner	bound	fish	maker	hand (drawing)
wise	-cut (u.m.)	hardy	man	handed
<b>flood</b>	-decked (u.m.)	headed	-pronged (u.m.)	hearted
board	-decker	proof	tail	holder
cock	gate	foolscap	-tailed (u.m.)	lance
flow	#head (printing)	<b>foot</b>	<b>form</b>	lancer
gate	#tank	-and-mouth (u.m.)	board	loader
lamp	<b>flute</b>	ball	fitting	loading
light	bird			man (historical)
lighting	like			martin
mark				

<b>free</b> -con. -minded masonry #port -spoken (u.m.) standing (u.m.) stone thinker thinking #trade trader way (highway) wheel (u.m., v.) wheeler wheeling #will (n.) will (u.m.) woman	<b>fruit</b> -con. growing man picker #shop stalk #sugar time wise woman frying #pan <b>fuel</b> #line #oil wood <b>full</b> back -bellied (u.m.) blood blooded bloodedness -bound (u.m.) face faced -fashioned (u.m.) -flowering (u.m.) -grown (u.m.) -handed (u.m.) -headed (u.m.) hearted -lined (u.m.) #load mouth mouthed #speed -strength (u.m.) -time (u.m.) #weight <b>fund</b> holder raising funlover <b>funnel</b> form maker -shaped (u.m.) <b>fur</b> -clad (u.m.) coat -lined (u.m.) #lining -trimmed (u.m.) <b>fuse</b> #block board #gage plug	<b>gall</b> bladder fly stone <b>galley</b> man #proof (printing) -west (u.m.) worm <b>galvano</b> (c.f.) <i>all one word</i> <b>game</b> bag cock craft #fowl keeper keeping room <b>gang</b> boss land man master plank #press saw way wayman <b>gape</b> seed worm garageman <b>garbage</b> #can man #truck <b>garnet</b> -brown (u.m.) work <b>gas</b> bag bomb -driven (u.m.) field -fired (u.m.) firing fitter fitting -heated (u.m.) holder house -laden (u.m.) lamp light lighted lighting line lock #main maker man #mask meter tight #well worker works <b>gastro</b> (c.f.) -omental <i>rest one word</i> <b>gate</b> house keeper leg (u.m.) legged (u.m.) man pin post tender ward way wayman wise woman works gay cat -colored (u.m.)	<b>gay</b> -con. #dog -looking (u.m.) <b>gear</b> box case -driven (u.m.) fitter maker man -operated (u.m.) set shift wheel <b>gelatin</b> -coated (u.m.) maker -making (u.m.) <b>gelatino</b> (c.f.) bromide chloride <b>gem</b> cutter -set (u.m.) #stone work <b>genito</b> (c.f.) <i>all one word</i> <b>gentle</b> folk hearted -looking (u.m.) man (n.) -mannered (u.m.) mouthed -spoken (u.m.) woman (n.) <b>geo</b> (c.f.) <i>all one word</i> <b>germ</b> #cell -free (u.m.) #layer proof gerrymander <b>get</b> -at-able away (n., u.m.) off (n., u.m.) -together (n., u.m.) up (n., u.m.) <b>ghost</b> craft -haunted (u.m.) land #town write (v.) writer <b>glddy</b> brain brained head headed -paced (u.m.) <b>gilt</b> -edge (u.m.) -edged (u.m.) head (fish) tall <b>gin</b> house -run (u.m.) <b>ginger</b> #ale bread -colored (u.m.) snap spice work <b>give</b> -and-take (n., u.m.) away (n., u.m.) <b>glacio</b> (c.f.) <i>all one word</i> <b>glad</b> -cheered (u.m.) hearted -sad <b>glass</b> blower	<b>glass</b> -con. blowing cutter cutting -eater -eyed (u.m.) fish -hard (u.m.) house maker making man #paper ware #wool work worker working works <b>glanco</b> (c.f.) <i>all one word</i> <b>glaze</b> #wheel work <b>glide</b> path #slope <b>globe</b> fish holder trotter trotting <b>gloaso</b> (c.f.) <i>all one word</i> <b>glove</b> maker making #silk <b>glow</b> fly lamp meter worm <b>gluc(o)</b> (c.f.) <i>all one word</i> <b>glue</b> maker making pot stock <b>glycero</b> (c.f.) <i>all one word</i> <b>glyco</b> (c.f.) <i>all one word</i> <b>go</b> -ahead (n., u.m.) -around (n., u.m.) -as-you-please (u.m.) -back (n., u.m.) -between (n.) by (n.) cart -devil (n.) down (n.) -getter -getting (n., u.m.) -off (n., u.m.) <b>goal</b> keeper mouth (fish) post <b>goat</b> -bearded (u.m.) -drunk (u.m.) -eyed (u.m.) fish herd land #milk skin stone sucker (bird) <b>goat's</b> -hair -horn <b>God</b> -conscious (u.m.) -fearing (u.m.) -forsaken (u.m.)
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**God—con.**

-given (u.m.)  
head  
-man  
-ordained (u.m.)  
-sent (u.m.)  
-sped (u.m.)  
speed  
-taught (u.m.)  
ward

**god**

child  
daughter  
father  
head  
hood  
less  
like  
mother  
parent  
send  
ship  
son  
sonship  
wit (bird)

**goggle**

-eye (fish)  
-eyed (u.m.)  
-nose (bird)

**golfs-on****gold**

beater  
beating  
bound  
brick (swindle)  
#brick (of real gold)  
-bright (u.m.)  
-brown (u.m.)  
bug  
digger  
digging  
#dust  
field  
-filled (u.m.)  
finch  
finny (fish)  
fish  
foil  
hammer (bird)  
head (bird)  
-inlaid (u.m.)  
leaf  
maker  
making  
plate (v.)  
-plated (u.m.)  
-plating (u.m.)  
#rush  
smith  
smithing  
stone  
tail (moth)  
water (liquor)  
work  
worker  
-wrought (u.m.)

**golden**

#age  
eye (bird)  
-fingered (u.m.)  
-headed (u.m.)  
#mean  
mouthed  
wing (bird)

**good**

by  
#fellow  
-fellowship  
-for-nothing (n., u.m.)  
hearted  
-looker  
-looking (u.m.)  
-natured (u.m.)  
#will (kindness)  
will (salable asset)

**goose**

beak (fish)  
bird

**goose—con.**

bone  
-cackle  
#egg  
-eyed (u.m.)  
fish  
flesh  
-footed (u.m.)  
herd  
house  
mouth  
neck  
necked  
pimples  
pimpily  
rump  
rumped  
skin  
step  
stepper  
wing  
winged

**gospel**

like  
-true (u.m.)  
gourdhead

**Government** (U.S.

or foreign)  
-in-exile  
-owned (u.m.)  
-wide (u.m.)  
governmentwide  
(State, city, etc.)

**grab**

-all (n., u.m.)  
#bag  
hook  
rope

**grade**

finder  
line  
mark

**grain**

#alcohol  
-cut (u.m.)  
field  
-laden (u.m.)  
land  
man  
mark  
sick

**gram**

-fast (u.m.)  
-meter  
-molecular  
-negative (u.m.)  
-positive (u.m.)

**grand**

aunt  
child  
daughter  
father  
fatherly  
mother  
motherly  
nephew  
niece  
parent  
sire  
son  
stand  
uncle

**granite**

like  
ware

**grant-in-aid****grape**

fruit  
juice  
-leaved (u.m.)  
seed  
shot  
skin  
stalk  
stone  
vine

**graph**

alloy  
#paper

**grapho** (c.f.)

*all one word*

**grass**

bird  
#blade  
-clad (u.m.)  
-covered (u.m.)  
cutter  
flat  
-green (u.m.)  
hop  
hopper  
land  
nut  
plot  
quit (bird)  
roots (nonliteral)  
widow  
widower  
widowhood

**grave**

bound  
clothes  
digger  
digging  
maker  
making  
side  
site  
stead  
stone  
ward  
yard

**gravel**

-blind (u.m.)  
stone

**gray**

back (n., u.m.)  
beard (n.)  
-clad (u.m.)  
coat (n.)  
-eyed (u.m.)  
fish  
-haired (u.m.)  
head  
-headed (u.m.)  
#market  
out (n., u.m.)  
pate (bird)

**grease**

#gun  
#pit  
proof

**great**

-aunt  
coat  
coated  
-eared (u.m.)  
-grandchild  
-granddaughter  
-grandfather  
-grandmother  
-grandson  
head (duck)  
-headed (u.m.)  
heart  
hearted  
mouthed  
-nephew  
-niece  
-uncle

**green**

back (n., u.m.)  
backed  
belt (community)  
bone (fish)  
-clad (u.m.)  
-eyed (u.m.)  
finch  
fish  
gage (plum)  
gill  
grocer  
grocery  
head (duck)  
headed  
hearted  
horn  
house  
keeper

**green—con.**

keeping  
-leaved (u.m.)  
room  
sand (geology)  
sick  
stone (mineral)  
stuff  
sward  
tail (fish)  
town (community)  
ware  
wing (bird)  
#wood (literal)  
wood (forest)  
yard

**greyhound****grid**

iron  
#leak  
line  
griddlecake

**grill**

room  
work  
grindstone

**grip**

man  
sack  
wheel  
gristmill  
#gross  
-minded (u.m.)  
#weight

**grotto**

work

**ground**

bird  
borne  
#glass  
hog  
man  
mass  
nut  
path  
plot  
power  
#sluice  
-sluicer  
speed  
#swell  
time  
ward  
wave  
#water  
work

**group**

-connect (v.)  
#insurance

**grown**

up (n., u.m.)  
upness

**grub**

#hoe

stake

**guard**

house  
line (printing)  
plate  
rail  
room  
#wire  
guardsman

**guess**

rope  
warp  
work

**guest**

chamber  
house  
room  
rope

**guide**

board  
book  
craft  
line  
post  
#rail  
way  
#word

**guided-missile** (u.m.)**guider-in****guinea**

#fowl  
#hen  
#pig

**gum**

#arabic  
boil  
cbewer  
digger  
drop  
field  
-gum  
lac  
maker  
making  
-saline (n.)  
shoe

**gun**

#barrel  
bearer  
blast  
boat  
builder  
cotton  
crow  
deck  
fight  
fighter  
fighting  
fire  
flint  
house (naval)  
lock  
maker  
making  
man  
#mount  
paper  
pit  
play  
point  
powder  
power  
rack  
-rivet (v.)  
room  
runner  
running  
shop  
shot  
-shy (u.m.)  
smith  
stock  
wale

**gut**

less  
string

**gutta**

percha

**gutter**

blood  
-bred (u.m.)  
man  
snipe  
spout

**gymno** (c.f.)

*all one word*

**gyneco** (c.f.)

*all one word*

**gyro**

#horizon  
#mechanism  
#pelorus  
plane, compass,  
etc.  
*as combining form,  
one word*

**H**

-bomb

-hour

**H**

-bar

-beam

-piece



<b>hack</b> barrow hammer log man saw <b>hag</b> born fish ride (v.) ridden <b>hail</b> #ellow stone storm <b>hair</b> band bird breadth brush -check (n.) cloth cut (n.) do dresser dressing -fibered (u.m.) line lock pin #raiser #ribbon space (printing) splitter splitting spring stone streak stroke (printing) #trigger work worm <b>half</b> -and-half (n., u.m.) -afraid -alive -angry back (football) -backed (u.m.) -baked (u.m.) beak (fish) #binding blood (n.) blooded -bound (u.m.) -bred (u.m.) breed caste #cent -clear cock (v.) cocked (nonlit- eral) -dark #day deck -decked (u.m.) -decker -feed (v.) headed hearted #hour -hourly (u.m.) -life #load -loaded (u.m.) -mast #measure #mile -miller -monthly (u.m.) #moon #nelson -on (n., u.m.) pace paced #past penny pennyworth -ripe	<b>half—con.</b> -shy -sole (v.) #speed staff stitch -strength (u.m.) time title tone (printing) track -true -truth way -weekly (u.m.) wit -witted (u.m.) -yearly (u.m.) <b>hall</b> boy mark way <b>ham</b> shackle string <b>hammer</b> bird cloth dress (v.) -hard (u.m.) -harden (v.) -hardened (u.m.) #hardening head headed lock maker man proof smith stone #thrower toe -weld (v.) work -wrought (u.m.) <b>hand</b> bag ball baller bank (v.) barrow bill book -bound (u.m.) bow brake breadth brush -built (u.m.) car -carry (v.) cart -carve (v.) clap clapping clasp -clean (v.) craft crank cuff cuffed -cut (v.) #drill -embroidered (u.m.) -fed (v.) #fishing fold grasp grenade grip guard gun -high (u.m.) hold hole -in-hand (u.m.) kerchief -knit (v.)	<b>hand—con.</b> -knitter laid -letter (v.) #lever lift (truck) like line liner made maid -me-down (n., u.m.) mill mix (v.) mold (v.) mower off (n., u.m.) out (n., u.m.) pick (v.) picked post press pressman print rail railing reading saw scrape (v.) set shake shaking spade spike splice split spring spun -stamp (v.) stand stitch stone stroke stuff -tailored (u.m.) tap tight tool -tooled (u.m.) -tooling (u.m.) truck wear weave wheel work worked worker working woven write (v.) writing written wrought handie-talkie handlebar handyman <b>hang</b> back (n.) bird dog fire man nail nest (bird) net out (n., u.m.) over (n., u.m.) up worm <b>hanger</b> -back -on -up happy-go-lucky hara-kiri <b>harbor</b> master side	<b>hard</b> -and-fast (u.m.) back (beetle) -baked (u.m.) -bitten (u.m.) -boiled (u.m.) case core fist (n.) fisted handed hat (n.) head headed hearted -hit (u.m.) -looking (u.m.) mouth (fish) mouthed nose pan -pressed (u.m.) #rubber -set (u.m.) #shell (n.) ship spun stand standing tack tail (fish) top (auto) #up ware wareman way (beach) #wheat -won (u.m.) wood #work -working (u.m.) wrought <b>hare</b> brain brained foot footed hearted hound lip lipped -mad (u.m.) <b>harness</b> maker -making (u.m.) #race harum-scarum <b>harvest</b> #llee man time has-been (n.) <b>hash</b> house mark <b>hat</b> band box brim brush cleaner #hook maker making piece (cap) pin rack rail shop stand store #tree <b>hatch</b> man way work <b>hatchet</b> #face -faced (u.m.) fish	<b>hatchet—con.</b> man #stake <b>haul</b> about (n., u.m.) away (n., u.m.) back (n.) haulageway have-not (n., u.m.) haversack <b>hawk</b> bill -billed (u.m.) -nosed (u.m.) <b>hawse</b> hole #hook man piece pipe <b>hay</b> band bird cap cart cock #fever field fork grower lift loft maker making market mow rack rake raker rick -scented (u.m.) seed stack time ward wire <b>hazel</b> -eyed (u.m.) nut he-man <b>head</b> ache aching achy band bander block board cap chair cheese chute cloth dress -ender first fish foremost frame gate gear house hunt hunter hunting lamp land ledge light lighting line liner lock long man master mistress mold most note
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<b>head</b> —con. -on (u.m.) phone piece plate post quarters rail reach rest ring room rope rall set setting (printing) shake sill skin space spin spring stall stand start stick stock stone stream strong strongly #tax -wall walter water way wear wind work worker working yard header-up heal-all (n., u.m.) healthcraft hearing #aid <b>heart</b> ache aching beat bird block blood bound break breaker breaking broken burn burning deep felt free (u.m.) grief heavy land leaf -leaved (u.m.) line nut quake seed sick sickening sickness sore string struck throb -throbbing (u.m.) -weary (u.m.) wood <b>hearth</b> man rug stone warming <b>heat</b> drops maker making	<b>heat</b> —con. proof #pump #rash -resistant (u.m.) stroke treat (v.) -treating (u.m.) #wave heathland <b>heaven</b> inspired (u.m.) -sent (u.m.) ward wide <b>heaver</b> -off -out -over <b>heavy</b> back -duty (u.m.) -eyed (u.m.) -footed (u.m.) handed headed hearted -looking (u.m.) -set (u.m.) #water weight (n., u.m.) <b>hecto</b> (c.f.) <i>all one word</i> <b>hedge</b> born bound breaker hog hop hopper maker making pig row #trimmer <b>heel</b> ball band block cap fast grip #lift maker making pad path piece plate post print ring stay strap tap <b>helio</b> (c.f.) <i>all one word</i> <b>hell</b> bender bent born bound box (printing) bred cat -dark (u.m.) diver dog fire hole hound -red (u.m.) ship <b>help</b> mate meet helter-skelter <b>hem</b> stitch stitching	<b>hema</b> (c.f.) <i>all one word</i> <b>hemato</b> (c.f.) <i>all one word</i> <b>hemi</b> (pref.) <i>all one word</i> <b>hemo</b> (c.f.) <i>all one word</i> <b>hemp</b> seed string <b>hen</b> bill coop -feathered (u.m.) fish hearted house pecked pecking roost wife woodite yard <b>hence</b> forth forward <b>hepato</b> (c.f.) <i>all one word</i> <b>hepta</b> (c.f.) <i>all one word</i> <b>here</b> about after at by from in inabove inafter inbefore into of on to tofore under unto upon with heroicomic herringbone <b>hetero</b> (c.f.) -ousia, etc. <i>rest one word</i> <b>hexa</b> (c.f.) <i>all one word</i> <b>hi</b> -fi jacked jacker jacking <b>hide</b> -and-seek (n., u.m.) away (n., u.m.) bound out (n., u.m.) <b>high</b> ball binder born boy bred brow (nonliteral) -caliber (u.m.) -class (u.m.) #climber flier (n.) flying (u.m.) -foreheaded (u.m.) #frequency landed -hat (v.) headed hearted jinks land (n., u.m.) lander #light (literal) light (nonliteral) -minded (u.m.)	<b>high</b> —con. #pass -power (u.m.) -pressure (u.m., v.) -priced (u.m.) #proof -reaching (u.m.) -rigger (n.) #rise road #school (u.m.) #seas stepper stepping tall (v.) -tension (u.m.) #tide -up (u.m.) #water way wayman higher-up (n.) <b>hill</b> billy bird #country culture (farming) man sale salesman side top <b>hind</b> brain cast foremost gut (n.) head leg most quarter saddle #shank sight wing <b>hip</b> bona mold shot <b>hippo</b> (c.f.) <i>all one word</i> <b>histo</b> (c.f.) <i>all one word</i> <b>hit</b> -and-miss (u.m.) -and-run (u.m.) -or-miss (u.m.) <b>hitch</b> hiker hiking hoarfrost <b>hoary</b> -haired (u.m.) headed <b>hob</b> goblin nail nalled naller nob nobbed nobbing hobbyhorse hockshop hocus-pocus <b>hod</b> #carrier man hodgepodge <b>hog</b> back -backed (u.m.) #cholera -faced (u.m.) fat fish frame hide nose (machine) -nosed (u.m.) pen	<b>hog</b> —con. skin sty -tie (v.) tight wash -wild (u.m.) yard hog's-back (geol.) hogshhead <b>hoist</b> away (n.) man way <b>hold</b> all (n., u.m.) back (n., u.m.) -clear (n., u.m.) down (n., u.m.) fast (n., u.m.) off (n., u.m.) out (n., u.m.) over (n., u.m.) up (n., u.m.) upman <b>holder</b> -forth -on -up <b>hole</b> -high (u.m.) man through <b>hollow</b> back (bookblind) ing -backed (u.m.) -eyed (u.m.) faced -ground (u.m.) hearted ware <b>holo</b> (c.f.) <i>all one word</i> <b>holy</b> #day stone tide #year <b>home</b> -baked (u.m.) body born bound bred brew builder building #buyer corner coming craft -fed (u.m.) felt folk freeze (u.m., v.) freezer freezing front furnishing(s) (n.) goer going growing grown keeper keeping land lander life like made maker making owner ownership owning plate room #rule seeker sick
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<b>home—con.</b> sickness site spun stead steeper stretch town ward work worker woven <b>homeo</b> (c.f.) <i>all one word</i> <b>homo</b> #legalis #sapiens <b>homo</b> (c.f.) -ousia, etc. <i>rest one word</i> <b>honey</b> -colored (u.m.) comb combed combing dew dewed drop eater fogle hearted -laden (u.m.) lipped maker making moon mooner moonlight moonstruck mouthed pot sucker sweet <b>honor</b> bound #man worthy <b>hood</b> cap mold wink winked winking <b>hoof</b> beat bound mark print -printed (u.m.) <b>hook</b> ladder maker making man nose -nosed (u.m.) pin smith up (n., u.m.) worm <b>hooker</b> -off -on -out -over -up <b>hoop</b> maker making stick <b>hop</b> about (n., u.m.) off (n., u.m.) scotch toad yard hope #chest <b>hopper</b> burn #car	<b>hopperc—on.</b> dozer man horehound <b>hormono</b> (c.f.) <i>all one word</i> <b>horn</b> bill blende blower book -eyed (u.m.) pipe stay stone tail tip work <b>horny</b> handed head (fish) <b>horse</b> back breaker car cloth craft dealer fair fight fish flesh hair haired head herd hide hoof -hour jockey keeper keeping laugh laughter load man manship meat mint play pond power power-hour power-year pox race racer racing sense shoe shoer tail thief #trade whip whipper woman <b>hot</b> bed blood -blooded (u.m.) box brain brained #bread cake -cold dog foot head (n.) headed hearted house #iron line (nonliteral) -mix (u.m.) pack patch plate -press (v.)	<b>hot—can.</b> rod (nonliteral) -roll (v.) -rolled (u.m.) spot #type #war -work (v.) <b>hotel</b> keeper man <b>hound</b> #dog fish man shark <b>hour</b> glass #hand #wheel <b>house</b> boat bound boy break breaker breaking broken builder building #call cleaner -cleaning (u.m.) coat dress father fly furnishing(s) (n.) guest hold holder holding keep (v.) keeper keeping line maid man master mate mating mistress mother owner parent pest -raising (u.m.) ridden room smith top trailer wares warming wear wife work wright <b>how</b> -do-you-do (n.) ever soever <b>hub</b> cap -deep (u.m.) maker making <b>human</b> kind like <b>humble</b> bee hearted -looking (u.m.) mouthed -spirited (u.m.) humdrum <b>humero</b> (c.f.) -olecranal <i>rest one word</i>	<b>hump</b> back backed -shouldered (u.m.) humpty-dumpty <b>hunch</b> back backed <b>hundred</b> fold -legged (u.m.) -percent -pounder weight <b>hung</b> #jury -up (u.m.) <b>hunger</b> -mad (u.m.) -worn (u.m.) <b>hunts</b> man woman husbandman hurly-burly <b>hush</b> -hush #money up (n., u.m.) <b>hydro</b> (c.f.) electric, plant, power, etc. #station <i>rest one word</i> <b>hygro</b> (c.f.) <i>all one word</i> <b>hyper</b> (pref.) -Dorian, etc. <i>rest one word</i> <b>hypo</b> (pref.) <i>all one word</i> <b>hystero</b> (c.f.) -oophorectomy -salpingo-oopho- rectomy <i>rest one word</i> <b>I</b> -bar -beam -iron -rail <b>ice</b> berg bird blind #blindness blink block boat bone bound box breaker breaking cap capped -clad (u.m.) -cold (u.m.) -cooled (u.m.) -covered (u.m.) craft #cream fall field fish #fishing flow -free (u.m.) house land line maker making man melt pack plant plow quake	<b>ice—con.</b> #shelf #storm #water work <b>ichthyo</b> (c.f.) <i>all one word</i> <b>ideo</b> (c.f.) -unit <i>rest one word</i> <b>idle</b> headed -looking (u.m.) -minded (u.m.) #wheel <b>ileo</b> (c.f.) <i>all one word</i> <b>illo</b> (c.f.) <i>all one word</i> <b>ill</b> -advised (u.m.) -being (n.) #blood -born (u.m.) -bred (u.m.) #breeding (n.) -doing (n., u.m.) #fame -fated (u.m.) #health -humored (u.m.) -looking (u.m.) -treat (v.) #usage -use (v.) #will -wisher -wishing (u.m.) <b>in</b> -and-in (u.m.) -and-out (u.m.) -and-outer -being (adv., u.m.) -flight (u.m.) -house -law (n.) asmuch, sofar #re, #rem, #situ, etc. (Latin) <b>in</b> (pref.) active migration service, etc. <i>rest one word</i> <b>inch</b> -deep (u.m.) -long (u.m.) meal -pound -ton index-digest <b>India</b> #ink #paper #rubber <b>Indigo</b> -blue (u.m.) -carmine (u.m.) <b>Indo</b> (c.f.) china ¹ -European, etc. industrywide infantryman <b>infra</b> (pref.) -anal -auricular -axillary -esophageal -umbilical <i>rest one word</i> <b>ingot</b> #iron maker man <b>inguino</b> (c.f.) <i>all one word</i> <b>ink</b> -black (u.m.) fish holder
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¹ Decision of U.S. Board on Geographic Names.



**ink—con.**

maker  
making  
mill  
mixer  
pot  
slinger  
spot  
-spotted (u.m.)  
stain  
stand  
stone  
well  
writer

**inn**

keeper  
yard

**inner**

-city (u.m.)  
#man  
spring

**ino (c.f.)**

*all one word*  
insect-borne (u.m.)  
instrumentman

**inter (pref.)**

-American, etc.  
*rest one word*

**intra (pref.)**

-atomic, etc.  
*rest one word*

**intro (pref.)**

*all one word*  
Irish  
American (u.m.)  
-born (u.m.)  
man  
woman

**iron**

#age  
back  
bound  
-braced (u.m.)

**#casing**

clad  
fisted  
-free (u.m.)  
handed  
hard  
headed  
hearted  
like  
-lined (u.m.)

**#lung**

maker  
making  
man  
master  
mold  
monger  
-red (u.m.)  
shod  
shot (mineral)  
(u.m.)

**#shot (golf)**

side  
sided  
smith  
stone  
ware  
work  
worked  
worker  
working  
works

**ironer-up****island**

-born (u.m.)  
-dotted (u.m.)  
man  
wide

**iso (c.f.)**

-octane  
-oleic  
-osmosis  
*rest one word*

**ivory**

board  
bound  
-tinted (u.m.)

**ivory—con.**

#tower  
type (photog.)  
-white (u.m.)

**ivy**

bound  
-clad (u.m.)  
-covered (u.m.)

**J-bolt****jack**

ass  
bird  
box  
fish  
hammer  
head

**-in-the-box**

knife  
light  
line

**man**

-of-all-trades  
-o'-lantern  
-plane (v.)

**pot****rabbit****screw****shaft****snipe****stay****straw****tar****#towel****yard****yarder****jail****bird****house****jam****nut****pack****packed****jaw****bone****breaker****breaking****fish****foot****-locked (u.m.)****smith****twister****jay****hawk****hawker****walk****walker****walking****jelly****bean****fish****roll****jerk****#pump****water****jerry****-build (v.)****builder****-built (u.m.)****jestbook****jet****#airliner****#airplane****black (u.m.)****#bomber****liner****plane****port****power****-powered (u.m.)****prop****-propelled (u.m.)****#propulsion****stream****ware****wash****jew****bird****fish****stone****jewel**

-bright (u.m.)  
house  
-studded (u.m.)

**jew's-harp****jib**

head  
headed  
header  
man  
-o-jib  
stay

**jig**

-a-jig  
back  
-drill (v.)  
man  
saw  
sawed  
sawing

**job**

holder  
#lot  
man  
#press  
#printer  
seeker  
#shop  
site  
#ticket  
#type  
work

**joggle**

#piece  
work

**joint**

maker  
#owner

**joke**

book  
smith  
joulemeter

**journey**

man  
work

**joy**

hop  
killer  
ride  
stick  
jukebox

**jump**

master  
off (n., u.m.)  
rock

**jungle**

-clad (u.m.)  
-covered (u.m.)  
side

**junk**

board  
#dealer  
man  
pile  
yard

**jury****#box****#fixer****-fixing (u.m.)****man****-rigged (u.m.)****woman****juxta (c.f.)****-ampullar****-articular*****rest one word*****K****-ration****-term****keel****block****boat****boatman****fat****haul****hauled****hauling****-laying (u.m.)****keel—con.****#line****man****keep****sake****worthy****kelp****fish****ware****kerato (c.f.)*****all one word*****kettle****drum****drummer****stitch****key****board****bolt****#drawing (printing)****holder****hole****lock****man****note****noter****punch****ring****seat****seater****smith****stone****stop****way****word****work****worker****kick****about (n., u.m.)****back (n., u.m.)****-in (n., u.m.)****off (n., u.m.)****out (n., u.m.)****up (n., u.m.)****kid****#point****skin****kill****deer (bird)****devil****joy****time (n., u.m.)****kiln****-dry (u.m., v.)****eye****hole****man****rib****stick****tree****kilo (pref.)****gram-meter****volt-ampere****watt-hour****-knee (n.)****-kneed (u.m.)****off (n., u.m.)****-on (n., u.m.)****out (n., u.m.)****stone****up (n., u.m.)****knocker****-off****-up****knot****hole****horn****work****know****-all (n., u.m.)****-how (n., u.m.)****-it-all (n., u.m.)****-little (n., u.m.)****-nothing (n., u.m.)****knuckle****bone****-deep (u.m.)****#duster****-kneed (u.m.)****kiss-off (n., u.m.)****kins****folk****man****people****woman****keel****man****keep****sake****worthy****kelp****fish****ware****kerato (c.f.)*****all one word*****kettle****drum****drummer****stitch****key****board****bolt****#drawing (printing)****holder****hole****lock****man****note****noter****punch****ring****seat****seater****smith****stone****stop****way****word****work****worker****kick****about (n., u.m.)****back (n., u.m.)****-in (n., u.m.)****off (n., u.m.)****out (n., u.m.)****up (n., u.m.)****kid****#point****skin****kill****deer (bird)****devil****joy****time (n., u.m.)****kiln****-dry (u.m., v.)****eye****hole****man****rib****stick****tree**

<b>L</b> -bar -beam -block -square <b>labio</b> (c.f.) <i>all one word</i> <b>labor</b> saving #union <b>lace</b> bug -edged (u.m.) #edging maker making man #paper piece wing (insect) -winged (u.m.) woman work worked worker <b>lack</b> -all (n., u.m.) beard brain land -Latin -learning (u.m.) love luster sense wit <b>ladder</b> -backed (u.m.) #stitch way <b>lady</b> beetle bird finger fish killer killing like ship <b>lake</b> bed front land lander shore side #trout <b>lamb</b> like skin <b>lameduck</b> (nonliter- al) (n., u.m.) <b>lamp</b> black -blown (u.m.) -foot holder hole -hour #house light lighted lighter lit maker making man post shade stand wick <b>lance</b> #corporal man -oblong (u.m.) <b>land</b> -base -based (u.m.) #bird blink	<b>land-con.</b> born borne fall fast fill flood form girl grabber grabbing -grant (u.m.) holder holding #horse lady line locked look looker lord lubber man mark mass #measure mine #office owner ownership owning plane -poor (u.m.) power right scape sick side site slide slip #snail spout storm #tax #taxer ward wash wire wrack yard <b>lantern</b> -jawed (u.m.) man #slide <b>lap</b> belt board #joint -lap robe #siding streak streaked streaker weld (v.) -welded (u.m.) -welding (u.m.) wing (bird) work <b>large</b> brained -eyed -handed (u.m.) hearted #intestine -minded (u.m.) mouthed -scale (u.m.) <b>lark</b> -colored (u.m.) spur <b>laryngo</b> (c.f.) <i>all one word</i> <b>last</b> -born (u.m.) -cited (u.m.) -ditcher -named (u.m.)	<b>latch</b> bolt key man string <b>late</b> -born (u.m.) comer coming -lamented (u.m.) -maturing (u.m.) <b>latero</b> (c.f.) <i>all one word</i> <b>lath</b> -backed (u.m.) maker work <b>lathe</b> -bore (v.) man <b>latter</b> -day (u.m.) most <b>lattice</b> #stitch work <b>laughing</b> #gas stock launchsite <b>laundry</b> maid man owner #room woman <b>law</b> -abiding (u.m.) book breaker breaking #court craft -fettered (u.m.) giver giving maker making #office proof suit suiting lawnmower <b>lay</b> away (n., u.m.) back (n., u.m.) boy -by (n.) down (n., u.m.) man -minded (u.m.) off (n., u.m.) on (n., u.m.) out (n., u.m.) over (n., u.m.) up (n., u.m.) woman <b>layer</b> -on -out -over -up <b>lazy</b> bird bones boots #guy #jack legs <b>lead</b> -alpha -burn (v.) -filled (u.m.) girl -gray (u.m.) -in (n., u.m.) line #line (med., naut. only) man	<b>lead-con.</b> off (n., u.m.) out (n., u.m.) #pencil time way work <b>leader</b> -eyed (u.m.) hearted pated -souled (u.m.) <b>leader</b> #line work <b>leaf</b> boy bud bug -clad (u.m.) -eating (u.m.) girl hopper #mold -red (u.m.) -shaped (u.m.) stalk work <b>lean</b> -faced (u.m.) -looking (u.m.) -to (n., u.m.) <b>leap</b> frog frogger frogging #year <b>lease</b> back (n., u.m.) hold holder holding <b>leather</b> back -backed (u.m.) board -bound (u.m.) -brown (u.m.) -covered (u.m.) craft fish head headed maker making neck side ware wing work worker working leavetaking <b>lee</b> #anchor board -bow (v.) fang #shore #tide ward way #wheel <b>leech</b> eater #rope <b>left</b> -bank (v.) -hand (u.m.) -handed (u.m.) -handler most over (n., u.m.) -sided (u.m.) ward wing (political) winger (political) wingism (politi- cal)	<b>leg</b> band banding piece puller pulling rope (v.) work lend-lease (all mean- ings) <b>length</b> ways wise <b>lepto</b> (c.f.) <i>all one word</i> <b>let</b> down (n., u.m.) off (n., u.m.) up (n., u.m.) <b>letter</b> bound box #carrier drop gram head #paper -perfect (u.m.) press space spaced spacing writer writing <b>leuc(o)</b> (c.f.) <i>all one word</i> <b>level</b> headed #line <b>liberal</b> #arts -minded (u.m.) <b>lieutenant</b> #colonel -colonelcy #governor -governorship <b>life</b> belt blood boat boatman #buoy drop #everlasting float giver giving guard hold holder jacket like line long #mask #net raft #rate ring saver saving -size (u.m.) -sized (u.m.) span spring stream style tide time timer vest vestry (u.m.) work lift-off (n., u.m.) <b>light</b> -armed (u.m.) borne brained #buoy
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<b>light—con.</b>	<b>littermate</b>	<b>long—con.</b>	<b>low—con.</b>	<b>maid</b>
-clad (u.m.)	<b>little</b>	-distance (u.m.)	down (n., u.m.)	#of #honor
-colored (u.m.)	-known (u.m.)	-drawn (u.m.)	-downer	servant
-drab (u.m.)	neck (clam)	felt	#frequency	<b>maiden</b>
-draft (u.m.)	-used (u.m.)	fin (fish)	land (n., u.m.)	hair
face (printing)	<b>live</b>	hair (n.)	-lived (u.m.)	head
faced	#load	-haired (u.m.)	-lying (u.m.)	hood
-footed (u.m.)	long	hand (nonliteral)	-power (u.m.)	#name
handed	#matter	-handled (u.m.)	-pressure (u.m.)	<b>mail</b>
headed	stock	head (n.)	#tide	bag
hearted	#weight	headed	#water	box
house	#wire	horn (cattle)	<b>lower</b>	clad
house #keeping	wire (nonliteral)	-horned (u.m.)	case (printing)	clerk
(nautical)	<b>liver</b>	jaw (fish)	cased (printing)	guard
#house keeping	-brown (u.m.)	#jump	#class	man
(domestic)	-colored (u.m.)	leaf	classman	-order (u.m.)
houseman	hearted	-leaved (u.m.)	#deck	plane
keeper	wurst	-legged (u.m.)	#grade	pouch
man	living #room	legs (n.)	most	room
mouthed	<b>load</b>	-lived (u.m.)	#world	truck
proof	#displacement	#measure	<b>lug</b>	<b>main</b>
-producing (u.m.)	line	mouthed	bolt	#brace
room (navigation)	master	neck (duck)	mark	land
ship	meter	-necked (u.m.)	#rig	lander
-struck (u.m.)	<b>loan</b>	nose (n.)	sail	mast
weight (n., u.m.)	monger	-nosed (u.m.)	lukewarm	pin
wood	word	-past (u.m.)	<b>lumber</b>	sail
-year	<b>lob</b>	play (records)	jack	sheet
<b>lighter</b>	fig	playing (records)	man	spring
man	lolly	run (u.m.)	#room	stay
-than-air (u.m.)	tail	shoreman	yard	stream (nonlit- eral)
<b>like</b>	<b>lobster</b>	spun	<b>lumbo</b> (c.f.)	top
-looking (u.m.)	#pot	spur (bird)	-ovarian	topman*
-minded (u.m.)	proof	standing (u.m.)	rest one word	topmast
wise	-tailed (u.m.)	stitch	lumen-hour	#yard
<b>lily</b>	<b>lock</b>	tail	<b>lump</b>	<b>maize</b>
handed	box	#term	fish	bird
-shaped (u.m.)	fast	time (u.m.)	sucker	-eater (bird)
-white (u.m.)	hole	#ton	<b>lunch</b>	<b>major</b>
<b>lime</b>	jaw	wave (radio)	box	-domo
house	maker	ways	room	#general
juice	making	wise	time	#key
juicer	man	wool (sheep)	<b>lung</b>	#league
kiln	nut	work	#fever	-leaguer
light	out (n., u.m.)	<b>look</b>	fish	-minor
lighter	pin	down (n., u.m.)	-grown (u.m.)	<b>make</b>
pit	#pouch	-in (n., u.m.)	motor	-believe (n., u.m.)
quat	ring	out (n., u.m.)	worm	fast (n.)
stone	smith	over (n., u.m.)	lying-in (n., u.m.)	ready (printing)
wash	step	through (n., u.m.)	<b>lyre</b>	shift
<b>water</b>	stitch	looker-on	bird	up (n., u.m.)
<b>linch</b>	up (n., u.m.)	<b>loop</b>	man	weight
bolt	washer	hole	tail	<b>maker</b>
pin	work	<b>loop</b>	-tailed (u.m.)	-off
plinned	<b>locker</b>	knot	M-day	-up
<b>line</b>	man	stitch	<b>mace</b>	making #up
-bred (u.m.)	#room	work	bearer	<b>mal</b> (c.f.)
-breed (v.)	<b>lode</b>	<b>loose</b>	#oil	all one word
casting	star	leaf (u.m.)	<b>machine</b>	<b>man</b>
crew	stone	mouthed	-finished (u.m.)	back
cut (printing)	stuff	-tongued (u.m.)	gun	bird
#engraving	lodginghouse	<b>lop</b>	-hour	-child
finder	<b>log</b>	-eared (u.m.)	-made (u.m.)	-created (u.m.)
man	book	sided	man	-day
up (n., u.m.)	cock (bird)	<b>loud</b>	#shop	eater
walker	jam	mouthed	#stitch	eating
<b>work</b>	line	speaker (radio)	#work	-fashion (u.m.)
<b>link</b>	man	-voiced (u.m.)	<b>macro</b> (c.f.)	-grown (u.m.)
#motion	roll	<b>love</b>	all one word	handle
up (n., u.m.)	rolled	bird	<b>mad</b>	handled
#up (v.)	roller	born	brain	hater
<b>work</b>	rolling	-inspired (u.m.)	brained	-high (u.m.)
<b>lion</b>	sheet	#knot	cap	hole
-bold (u.m.)	wood	lorn	house	hood
-headed (u.m.)	work	maker	man	-hour
heart	<b>logger</b>	mate	stone	keeper (bird)
hearted	headed	proof	woman	killer
like	<b>logo</b> (c.f.)	seat	<b>made</b>	killing
-maned (u.m.)	all one word	sick	-over (u.m.)	kind
proof	<b>long</b>	sickness	-up (u.m.)	like
<b>lip</b>	#ago	worthy	<b>magnetite</b>	made (u.m.)
read	-awaited (u.m.)	<b>low</b>	-basalt	-minute
reader	beard (n.)	born	-olivinite	-of-war (ship)
reading	-bearded (u.m.)	boy	-spinellite	power
service	bill (bird)	bred	<b>magneto</b> (c.f.)	rope
stick	-billed (u.m.)	brow (nonliteral)	-optics	servant
work	boat	browed (nonlit- eral)	rest one word	-size (u.m.)
listener-in	borne	-built (u.m.)	mahjong	slaughter
<b>litho</b> (c.f.)	bow			slayer
-offset	cloth			slaying
rest one word				



<b>man—con.</b> stealer stealing stopper stopping trap ward way wise -woman -year manic-depressive manifold	<b>match—con.</b> book box head #joint -lined (u.m.) maker making mark safe stick wood maxi (n.) maxi (pref.) <i>all one word</i> <b>May</b> #Day -day pole tide time <b>may</b> be (adv.) beetle bird day (radio) fish fowl hap <b>meadow</b> land lark <b>meal</b> man time <b>mealy</b> bug mouth mouthed <b>mean</b> -acting (u.m.) -spirited (u.m.) time (meanwhile) #time (astronomi- cal) tone (u.m.) while <b>meat</b> ball bird cutter -eater -fed (u.m.) hook -hungry (u.m.) man packer packing works wrapper <b>mechanico</b> (c.f.) <i>all one word</i> <b>medico</b> (c.f.) <i>all one word</i> <b>medio</b> (c.f.) <i>all one word</i> <b>medium</b> -brown (u.m.) #frequency -size(d) (u.m.) weight (n., u.m.) <b>meek</b> -eyed (u.m.) hearted -spirited (u.m.) <b>meeting</b> house place <b>megalo</b> (c.f.) <i>all one word</i> <b>melon</b> grower -laden (u.m.) like monger -shaped (u.m.) <b>melt</b> down (n., u.m.) #water	<b>men</b> folk kind <b>meningo</b> (c.f.) <i>all one word</i> <b>merchant</b> like man #ship (vessel) <b>merry</b> -go-round maker making man meeting -minded (u.m.) wing (duck) <b>meah</b> bag #knot work <b>meso</b> (c.f.) <i>all one word</i> <b>mess</b> hall kit man mate room tin -up (n., u.m.) <b>meta</b> (pref.) <i>all one word</i> <b>metal</b> ammonium bound -clad (u.m.) -coated (u.m.) craft -lined (u.m.) ware work worker working works <b>meter</b> -amperes #angle gram -kilogram -kilogram-second man -millimeter <b>metro</b> (c.f.) <i>all one word</i> <b>mezzo</b> graph relievo soprano tint tinter <b>micro</b> (c.f.) -organism <i>rest one word</i> <b>mid</b> (c.f.) -American, etc. -April day -decade -dish -ice -1958 -Pacific, etc. -Victorian, etc. <i>rest one word</i> <b>middle</b> #age -aged (u.m.) breaker brow (nonliteral) -burst (v.) buster #ear #ground man most -of-the-roader -sized (u.m.) splitter way weight	<b>middle—con.</b> woman midi (n.) <b>midi</b> (pref.) <i>all one word</i> <b>mighty</b> -banded (u.m.) hearted mil-foot <b>mild</b> -cured (u.m.) hearted heartedness -spoken (u.m.) <b>mile</b> -long (u.m.) -ohm post -pound stone -ton way -wide (u.m.) militiaman <b>milk</b> -fed (u.m.) #fever fish head house maid man #run shake shed shop sick sickness sop stone -white (u.m.) <b>mill</b> board cake course dam feed hand -headed (u.m.) #hole house man owner pond post race ring #run site stock stone stream tail #tax ward #wheel work worker wright <b>mill</b> (c.f.) gram-hour <i>rest one word</i> <b>mince</b> meat #pie <b>mind</b> #healer -healing (u.m.) reader reading sight <b>mine</b> field layer owner #run ship site sweeper sweeping swept (u.m.)	<b>mine—con.</b> thrower work worker works mini (n.) <b>mini</b> (pref.) <i>all one word</i> <b>minor</b> #key #league -leaguer <b>minute</b> #book #hand man #mark <b>mirror</b> -faced (u.m.) scope mirrormaking <b>mis</b> (pref.) <i>all one word</i> <b>mischief</b> maker making <b>missile</b> maker man work <b>mist</b> bow -clad (u.m.) -covered (u.m.) fall <b>miter</b> #box -lock (v.) <b>mix</b> blood up (n.) mixing #room <b>mizzen</b> mast mastman topman <b>mock</b> bird -heroic (u.m.) #turtle up (n., u.m.) mockery-up <b>mocking</b> bird stock -up (u.m.) <b>model</b> maker making <b>mold</b> board made (u.m.) maker #shop <b>mole</b> catcher catching -eyed (u.m.) head heap hill skin <b>money</b> bag box changer changing getter getting grubber grubbing lender lending -mad (u.m.) maker making monger mongering #order saver saving
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**nickel—con.**

-plated (u.m.)  
-plating (u.m.)  
type

**night**

-black (u.m.)  
#blindness  
cap  
capped  
-clad (u.m.)  
clothes  
club  
dress  
#editor  
fall  
fish  
flit (bird)  
-fly (aviation) (v.)  
-flying (u.m.)  
fowl  
gown  
-grown (u.m.)  
hawk  
#letter  
long (u.m.)  
man  
mare  
#school  
shade  
#shift  
shirt  
side  
tide  
time  
-veiled (u.m.)  
walker  
walking  
ward  
#watch  
#watchman  
wear  
work  
worker

**nimble**

brained  
-fingered (u.m.)  
footed

**nimbostratus**

**nine**  
fold  
holes  
-killer (bird)  
-lived (u.m.)  
penny (nail)  
pin  
score

**nitpicker**

**nitro** (c.f.)  
-hydro-carbon  
*rest one word*

**no**

-account (n., u.m.)  
body  
-fault  
-good (n., u.m.)  
-hitter (n.)  
how  
#man's land  
-par (u.m.)  
-par-value (u.m.)  
-show (n., u.m.)  
-thoroughfare (n.)  
way (adv.)  
where  
whit  
wise

**nitpicker**

**nitro** (c.f.)  
-hydro-carbon  
*rest one word*

**no**

-account (n., u.m.)  
body  
-fault  
-good (n., u.m.)  
-hitter (n.)  
how  
#man's land  
-par (u.m.)  
-par-value (u.m.)  
-show (n., u.m.)  
-thoroughfare (n.)  
way (adv.)  
where  
whit  
wise

**noble**

-born (u.m.)  
-featured (u.m.)  
hearted  
heartedly  
heartedness  
-looking (u.m.)  
man  
-minded (u.m.)  
woman

**noise**

maker  
making

**no**

-pros (v.)  
-prossed (u.m.)  
-prossing (u.m.)

**non**

-civil-service (u.m.)  
-European, etc.  
-pros (v.)  
-prossed (u.m.)  
-prossing (u.m.)  
#sequitur, etc.  
-tumor-bearing (u.m.)  
*as prefix, one word*

**none**

such  
theless

**noon**

day  
light  
tide  
time

**north**

borne  
bound  
-central (u.m.)  
east  
east-bound (u.m.)  
easter  
eastern  
#end  
going  
land  
light  
most  
-northeast  
#shore  
#side  
-sider  
ward  
west-bound (u.m.)

**nose**

bag  
bleed  
bone  
dive  
down (n., u.m.)  
gay  
guard  
-high (u.m.)  
hole  
-led (u.m.)  
over (n., u.m.)  
piece  
pipe  
ring  
-thumbing (u.m.)  
up (n., u.m.)  
wheel

**notch**

board  
wing (moth)

**note**

book  
head  
holder  
#paper  
worthy

**notwithstanding****novel**

craft  
maker  
making  
#reader  
-reading (u.m.)  
#writer  
-writing (u.m.)

**nucleo** (c.f.)

*all one word*

**nun**

bird  
#buoy

**nurse**

girl  
hound (fish)  
maid

**nursery**

maid  
man  
#school

**nut**

breaker  
-brown (u.m.)  
cake

**#coal**

cracker  
#dash (printing)  
hatch  
hook  
pecker  
pick  
#quad (printing)  
-shaped (u.m.)  
shell  
sweet

**oak**

-beamed (u.m.)  
-clad (u.m.)  
-green (u.m.)  
#leaf  
-leaved (u.m.)  
wood (color)

**oar**

fish  
-footed (u.m.)  
lock

**oars**

man  
woman

**oat**

bin  
cake  
-fed (u.m.)  
field  
land  
meal  
seed

**oath**

bound  
breaker  
worthy

**oblong**

-elliptic (u.m.)  
-leaved (u.m.)  
-linear (u.m.)  
-ovate (u.m.)  
-shaped (u.m.)  
-triangular (u.m.)

**occipito** (c.f.)

-otic  
*rest one word*

**ocean**

-born (u.m.)  
borne  
bound  
-girdled (u.m.)  
going  
side  
-spanning (u.m.)

**#trade**

wide  
wise

**octo** (c.f.)

*all one word*

**odd**

-jobber  
-job man  
-looking (u.m.)

**#lot**

man (arbiter)  
#number  
-numbered (u.m.)  
woman

**off**

-and-on (u.m.)  
beat  
cast  
center (u.m.)  
color (u.m.)  
-colored (u.m.)  
cut (printing)  
day  
-fall (v.)  
-flavor (n., u.m.)  
-flow  
-go (n.)  
going  
grade  
hand  
handed

**off—con.**

-hours  
loading  
look  
-lying (u.m.)  
peak  
print  
put  
-reckoning (n.)  
saddle  
scape  
scour  
scouring  
scum  
-season  
set  
shoot  
shore  
slide  
site  
-sorts (n.)  
spring  
stage  
street  
take  
-the-record (u.m.)  
type  
ward  
-wheel (n.)  
-wheeler (n.)  
-white (u.m.)  
#year

**office**

#boy  
holder  
seeker  
-seeking (u.m.)  
worker  
oftentimes  
ofttimes

**ohm**

-ammeter  
meter  
-mile

**oil**

bird  
#burner  
cake  
can  
cloth  
coat  
cup  
-driven (u.m.)  
-fed (u.m.)  
field  
fish  
-forming (u.m.)  
-harden (v.)  
hole  
man  
meal  
paper  
proof  
proofing  
seed

**#shale**

skin  
skinned  
-soaked (u.m.)  
spill  
stone  
stove  
-temper (v.)  
tight  
tightness  
way  
#well

**old**

-fashioned (u.m.)  
-foggy (u.m.)  
-growing (u.m.)  
hearted  
land (geol.)  
-looking (u.m.)  
#maid  
-maish (u.m.)  
#man  
-new  
#rose  
style (printing)

**old—con.**

time (u.m.)  
timer  
wife (fish)  
#woman  
-young  
**oleo**  
#butter  
#gear  
#oil  
#strut  
*as combining form, one word*

**olive**

-brown (u.m.)  
-clad (u.m.)  
-drab (u.m.)  
-growing (u.m.)  
#oil  
-skinned (u.m.)  
wood  
#wood (color)

**omni** (c.f.)

-ignorant  
*rest one word*

**on**

-and-off (n., u.m.)  
-go (n.)  
going  
site  
*as noun and adjective, one word*

**once**

-over (n.)  
-run (u.m.)

**one**

-acter  
-armed (u.m.)  
-decker  
-eyed (u.m.)  
fold  
half  
-handed (u.m.)  
ness  
-piece (u.m.)  
self  
-sided (u.m.)  
-sidedness  
signed (u.m.)  
-step (dance)  
-striper  
time (formerly)  
(u.m.)  
-time (one action)  
(u.m.)  
-two  
-two-three  
-way (u.m.)

**onion**

peel  
skin

**open**

-air (u.m.)  
-armed (u.m.)  
-back (u.m.)  
-backed (u.m.)  
band (yarn)  
beak (bird)  
bill (bird)  
cast  
cut (mining)  
#door  
#end  
-faced (u.m.)  
handed  
handedly  
handedness  
hearted  
#house  
minded  
mouthed  
#pit  
#shop  
side (u.m.)  
-sided (u.m.)  
work  
worked  
**opera**  
goer  
going



**opera—con.**

#house

**ophthalmo** (c.f.)*all one word*

opinionmaker

**orange**

ade

bird

blossom

colored (u.m.)

grower

man

peel

#pekoe

-red (u.m.)

stick

woman

wood

**orchard**

#house

land

man

orderly #room

**organ**

bird

#grinder

maker

#pipe

**organo** (c.f.)*all one word***ornitho** (c.f.)*all one word*

orrisroot

**ortho** (c.f.)*all one word***osleo** (c.f.)*all one word***other**

wise

#world

worldliness

worldly

**oto** (c.f.)*all one word***out**

-and-out (u.m.)

-and-outer (n.)

-loud (u.m.)

-Machiavelli, etc.

migration

-of-date (u.m.)

-of-door(s) (u.m.)

-of-State (u.m.)

-of-the-way (u.m.)

-to-out (u.m.)

*as prefix, one word***outer**

-city (u.m.)

#man

most

wear

**outward**

-bound (u.m.)

-bounder

**ovate**

-acuminate (u.m.)

-oblong (u.m.)

**ovato** (c.f.)

-oblong

-orbicular

*rest one word***oven**

baked

bird

dried

dry

drying

man

peel

stone

ware

wise

**over**

age (surplus)

age (older) (n., u.m.)

all (all meanings)

-the-counter (u.m.)

*as combining form, one word***owl**

#car

-eyed (u.m.)

head (bird)

light

wide

**ox**

bird

biter

blood (color)

bow

boy

brake

cart

cheek

eye

-eyed (u.m.)

gall

harrow

hide

horn

house

like

man

shoe

skin

tail

#team

**oxy** (c.f.)*all one word***oyster**

bed

bird

#catcher (bird)

#crab

fish

house

man

root

seed

shell

-white (u.m.)

woman

**pace**

board

maker

making

#setter

-setting (u.m.)

**pachy** (c.f.)*all one word***pack**

board

builder

cloth

horse

house

#ice

-laden (u.m.)

maker

making

man

plane

sack

saddle

staff

thread

up (n., u.m.)

ware

way

**packing**

#box

house

**pad**

cloth

lock

#saw

stone

tree

**paddle**

#beam

#box

fish

foot

#wheel

**page**

-for-page (u.m.)

#proof (printing)

painkiller

**pains**

taker

taking

worthy

**paint**

box

brush

#filler

maker

making

mixer

pot

room

-stained (u.m.)

work

**pale**

belly

-blue (u.m.)

breast (bird)

buck

-cheeked (u.m.)

face (n.)

-faced (u.m.)

hearted

-looking (u.m.)

-reddish (u.m.)

**paleo** (c.f.)

-Christian, etc.

*rest one word*

pallbearer

**palm**

-green (u.m.)

#leaf

#oil

-shaded (u.m.)

wise

**palmi** (c.f.)*all one word***pan**

-American, etc.

-broil (v.)

#ice

*rest one word***Pan**

#American Union

(official name)

hellenic

**panel**

board

-lined (u.m.)

work

**panic**

proof

-stricken (u.m.)

**panto** (c.f.)*all one word*

panty hose

**pantry**

man

woman

**paper**

back (n.)

backed

board(s)

bound

#box

boy

#carriers

cutter

hanger

hanging

maker

making

mill

mouth (fish)

#pulp

-shelled (u.m.)

#tester

-thin (u.m.)

weight

-white (u.m.)

work

papier #mache

para (c.f. or pref.)

-aminobenzoic

-analgesia

-anesthesia

#red

**para—con.***rest one word***parcel**

#carrier

-plate (v.)

#post

**parchment**

-covered (u.m.)

#maker

-making (u.m.)

#paper

**parieto** (c.f.)

-occipital

*rest one word*

parimutuel

**park**

#forest

land

way

work

**parlor**

#car

maid

**part**

-finished (u.m.)

#owner

-time (u.m.)

-timer

#way

**parti** (c.f.)*all one word***party**

#line

making

#wall

**parvi** (c.f.)*all one word***pass**

back (n.)

book

key

man

out (n., u.m.)

over

port

through

way

word

passageway

**passenger**

#car

-mile

passer(s)-by

**passion**

-driven (u.m.)

-feeding (u.m.)

-filled (u.m.)

#play

**paste**

board

down (n., u.m.)

pot

up (n., u.m.)

**pastry**

#cook

man

pastureland

**patch**

head (bird)

#test

word

work

patent-in-fee

**path**

breaker

finder

finding

way

**patho** (c.f.)*all one word***patri** (c.f.)*all one word***patrol**

man

#wagon

work

**pattern**

maker

making

**patty**

cake

#shell

**pawn**

broker

shop

**pay**

back (n., u.m.)

check

day

<b>peep</b> —con. sight	<b>pet</b> cock #lamb	<b>picture</b> —con. craft maker making #writing	<b>pike</b> -eyed (u.m.) man staff tail	<b>pine</b> —con. #cone -fringed (u.m.) land #needle #oil -shaded (u.m.) #tar wood(s)
<b>peg</b> board box leg man	<b>peter</b> man net	<b>pie</b> bald crust -eater -eyed (u.m.) house maker making man marker	<b>pile</b> driver -driving (u.m.) hammer #saw up (n., u.m.) #weave work worm woven	<b>pink</b> -blossomed (u.m.) eye (n.) -eyed (u.m.) fish foot -footed (u.m.) #violet
<b>pell</b> mell -cancel (v.) craft head holder knife maker making man manship master #name point pusher rack script -shaped (u.m.) #sketch stock tail trough wiper woman work worker	<b>petit</b> grain #jury #larceny #point <b>petro</b> (c.f.) -occipital <i>rest one word</i> pewholder <b>pharmaco</b> (c.f.) -oryctology <i>rest one word</i> <b>pharyngo</b> (c.f.) -esophageal -oral <i>rest one word</i> <b>phase</b> meter out (n., u.m.) -wound (u.m.) <b>pheno</b> (c.f.) <i>all one word</i> <b>philo</b> (c.f.) -French, etc. <i>rest one word</i> <b>phlebo</b> (c.f.) <i>all one word</i> <b>phono</b> (c.f.) <i>all one word</i> <b>phospho</b> (c.f.) <i>all one word</i> <b>photo</b> (c.f.) -offset -oxidation -oxidative <i>rest one word</i> <b>phreno</b> (c.f.) <i>all one word</i> <b>phrase</b> book maker making man mark (music) monger <b>phylo</b> (c.f.) <i>all one word</i> <b>phylo</b> (c.f.) <i>all one word</i> <b>physico</b> (c.f.) <i>all one word</i> <b>physio</b> (c.f.) <i>all one word</i> <b>phyto</b> (c.f.) <i>all one word</i> <b>piano</b> forte graph player	<b>piece</b> -dye (v.) #goods meal mold #rate work worker <b>pier</b> #dam drop head #table <b>piero</b> (c.f.) -oscillator <i>rest one word</i> <b>pig</b> -back (v.) -backed (u.m.) #bed -bellied (u.m.) belly -eyed (u.m.) face -faced (u.m.) fish foot -footed (u.m.) head headed herd #iron -jump (v.) -juniper #lead maker making man pen root skin stick sticker sticking sty tail tailed tight #tin wash yard <b>pigeon</b> #blood #breast gram hearted hole holed holer holing -livered (u.m.) man tail -toed (u.m.) wing piggback	<b>pill</b> box bug maker making pusher rolling taker taking worm <b>pillow</b> case made slip work <b>pilot</b> #boat #burner #chart house #light man #pin <b>pin</b> ball block bone boy case cushion -eyed (u.m.) fall feather fire fish fold folding #gear head headed hold hole hook lock maker making paper point prick proof rail setter spot stripe tail -tailed (u.m.) up (n., u.m.) #valve wheel -wing (v.) work <b>pinch</b> back bar beck cock fist gut -hit (v.) -hitter penny <b>pine</b> apple -bearing (u.m.) -clad (u.m.)	<b>pipe</b> #ashes #clay -drawn (u.m.) dream dreamer dreaming fish fitter fitting layer laying line lined lining maker making man mouth (fish) -shaped (u.m.) stem stone walker welder work <b>pisci</b> (c.f.) <i>all one word</i> <b>pistol</b> gram graph proof <b>piston</b> head #pin #rod #valve <b>pit</b> bird #coal -eyed (u.m.) fall head -headed (u.m.) hole maker making man mark -marked (u.m.) #prop -rotted (u.m.) saw side work <b>pitch</b> -black (u.m.) blende #box -colored (u.m.) -dark (u.m.) #darkness fork hole -lined (u.m.) man -marked (u.m.) out (n., u.m.) over (n., u.m.) #pipe stone under (n., u.m.) up (n., u.m.) work
<b>pen</b> -cancel (v.) craft head holder knife maker making man manship master #name point pusher rack script -shaped (u.m.) #sketch stock tail trough wiper woman work worker	<b>pet</b> cock #lamb <b>peter</b> man net <b>petit</b> grain #jury #larceny #point <b>petro</b> (c.f.) -occipital <i>rest one word</i> pewholder <b>pharmaco</b> (c.f.) -oryctology <i>rest one word</i> <b>pharyngo</b> (c.f.) -esophageal -oral <i>rest one word</i> <b>phase</b> meter out (n., u.m.) -wound (u.m.) <b>pheno</b> (c.f.) <i>all one word</i> <b>philo</b> (c.f.) -French, etc. <i>rest one word</i> <b>phlebo</b> (c.f.) <i>all one word</i> <b>phono</b> (c.f.) <i>all one word</i> <b>phospho</b> (c.f.) <i>all one word</i> <b>photo</b> (c.f.) -offset -oxidation -oxidative <i>rest one word</i> <b>phreno</b> (c.f.) <i>all one word</i> <b>phrase</b> book maker making man mark (music) monger <b>phylo</b> (c.f.) <i>all one word</i> <b>phylo</b> (c.f.) <i>all one word</i> <b>physico</b> (c.f.) <i>all one word</i> <b>physio</b> (c.f.) <i>all one word</i> <b>phyto</b> (c.f.) <i>all one word</i> <b>piano</b> forte graph player	<b>picture</b> —con. craft maker making #writing <b>pie</b> bald crust -eater -eyed (u.m.) house maker making man marker #meat pan plant #plate shop -stuffed (u.m.) #tin woman <b>piece</b> -dye (v.) #goods meal mold #rate work worker <b>pier</b> #dam drop head #table <b>piero</b> (c.f.) -oscillator <i>rest one word</i> <b>pig</b> -back (v.) -backed (u.m.) #bed -bellied (u.m.) belly -eyed (u.m.) face -faced (u.m.) fish foot -footed (u.m.) head headed herd #iron -jump (v.) -juniper #lead maker making man pen root skin stick sticker sticking sty tail tailed tight #tin wash yard <b>pigeon</b> #blood #breast gram hearted hole holed holer holing -livered (u.m.) man tail -toed (u.m.) wing piggback	<b>pike</b> -eyed (u.m.) man staff tail <b>pile</b> driver -driving (u.m.) hammer #saw up (n., u.m.) #weave work worm woven <b>pill</b> box bug maker making pusher rolling taker taking worm <b>pillow</b> case made slip work <b>pilot</b> #boat #burner #chart house #light man #pin <b>pin</b> ball block bone boy case cushion -eyed (u.m.) fall feather fire fish fold folding #gear head headed hold hole hook lock maker making paper point prick proof rail setter spot stripe tail -tailed (u.m.) up (n., u.m.) #valve wheel -wing (v.) work <b>pinch</b> back bar beck cock fist gut -hit (v.) -hitter penny <b>pine</b> apple -bearing (u.m.) -clad (u.m.)	<b>pine</b> —con. #cone -fringed (u.m.) land #needle #oil -shaded (u.m.) #tar wood(s) <b>pink</b> -blossomed (u.m.) eye (n.) -eyed (u.m.) fish foot -footed (u.m.) #violet <b>pipe</b> #ashes #clay -drawn (u.m.) dream dreamer dreaming fish fitter fitting layer laying line lined lining maker making man mouth (fish) -shaped (u.m.) stem stone walker welder work <b>pisci</b> (c.f.) <i>all one word</i> <b>pistol</b> gram graph proof <b>piston</b> head #pin #rod #valve <b>pit</b> bird #coal -eyed (u.m.) fall head -headed (u.m.) hole maker making man mark -marked (u.m.) #prop -rotted (u.m.) saw side work <b>pitch</b> -black (u.m.) blende #box -colored (u.m.) -dark (u.m.) #darkness fork hole -lined (u.m.) man -marked (u.m.) out (n., u.m.) over (n., u.m.) #pipe stone under (n., u.m.) up (n., u.m.) work
<b>peep</b> —con. sight	<b>pet</b> cock #lamb	<b>picture</b> —con. craft maker making 	<b>pike</b> -eyed (u.m.) man staff tail	<b>pine</b> —con. #cone -fringed (u.m.) land #needle #oil -shaded (u.m.) #tar wood(s)





<b>press—con.</b> -made (u.m.) man mark pack (v.) plate #proof (printing) #revise time room woman work worker <b>preter</b> (pref.) <i>all one word</i> <b>price</b> #cutter -cutting (u.m.) #fixer -fixing (u.m.) #index list -support (u.m.) <b>prick</b> -eared (u.m.) mark #punch seam <b>priest</b> craft fish hood -prince <b>prime</b> #minister -ministerial (u.m.) -ministership -ministry <b>primrose</b> -scented (u.m.) tide time <b>prince</b> craft hood -priest #regent <b>print</b> cloth line out script shop works <b>printing</b> -in (n., u.m.) #ink #office -out (n., u.m.) #press <b>prison</b> bound -free (u.m.) -made (u.m.) prisoner-of-war (u.m.) <b>prize</b> #court #crew fight fighter fighting holder #ring taker taking winner -winning (u.m.) worthy <b>pro</b> -Ally, etc. #forma #number #rata #tem #tempore -vice-chancellor <i>as prefix, one word</i> <b>procto</b> (c.f.) <i>all one word</i>	<b>profit</b> -and-loss (u.m.) maker making -sharing (u.m.) promptbook <b>prong</b> buck -hoe (v.) horn -horned (u.m.) <b>proof</b> #paper #press read reader reading room sheet #spirit <b>prop</b> jet wash <b>proso</b> (c.f.) <i>all one word</i> <b>proto</b> (c.f.) -Egyptian, etc. <i>rest one word</i> <b>proud</b> -blooded (u.m.) hearted -looking (u.m.) -minded (u.m.) psalmbook <b>pseudo</b> (c.f.) -Messiah, etc. -occidental -official -orientalism -orthorhombic -osteomalacia -owner <i>rest one word</i> <b>psycho</b> (c.f.) -organic <i>rest one word</i> <b>ptero</b> (c.f.) <i>all one word</i> <b>public</b> hearted -minded (u.m.) -spirited (u.m.) #works <b>pudding</b> face -faced (u.m.) head headed wife (fish) <b>puff</b> back (bird) bird leg (bird) #paste <b>pug</b> mill miller nose nosed -pile (v.) <b>pull</b> back (n., u.m.) boat #box devil down (n., u.m.) off (n., u.m.) -on (n., u.m.) out (n., u.m.) over (n., u.m.) -push (u.m.) through (n., u.m.) up (n., u.m.) <b>puller</b> -in -out <b>pulp</b> board mill	<b>pulp—con.</b> stone wood pulsejet <b>pump</b> #drill handle (v.) house man room <b>punch</b> board bowl card -drunk (u.m.) holder line mark -marked (u.m.) out (n.) #press punctureproof pup #tent <b>puppet</b> man master #play <b>pure</b> blood blooded bred #line (biol.) <b>purple</b> -blue (u.m.) -clad (u.m.) -colored (u.m.) heart (wood) <b>purse</b> making -proud (u.m.) #strings <b>push</b> ball button card cart off (n., u.m.) over (n., u.m.) pin -pull (u.m.) up (n., u.m.) <b>pussy</b> cat foot footed footer footing <b>put</b> back (n., u.m.) log off (n., u.m.) -on (n., u.m.) out (n., u.m.) -put (n.) -up (n., u.m.) <b>putter</b> -forth -in -off -on -out -through -up <b>putty</b> blower -colored (u.m.) head hearted #knife work <b>puzzle</b> brain head headed man <b>pyo</b> (c.f.) <i>all one word</i> <b>pyro</b> (c.f.) <i>all one word</i>	<b>Q</b> -boat -fever -ship quadline quadr (c.f.) -invariant <i>rest one word</i> <b>quarry</b> #face man stone <b>quarter</b> -angled (u.m.) back -bloom (u.m.) #boards -bound (u.m.) -breed (u.m.) -cast (u.m.) -cut (u.m.) #day deck decker man master -inlier #note pace -phase (u.m.) saw (v.) sawed sawing sawn #section staff stretch #tone -yearly (adv.) <b>quartermaster</b> #general -generalship #sergeant <b>quasi</b> <i>all hyphenated</i> <b>queen</b> #bee cake craft fish #mother #olive #post #regent right <b>quick</b> born -change (u.m., v.) -drawn (u.m., v.) #fire #firer foot freeze (u.m., v.) freezing (u.m.) -handed (u.m.) hatch hearted lime sand saver set silver silvered silvering step #time -witted (u.m.) work (naut.) <b>quill</b> back fish tail work <b>quin</b> (c.f.) <i>all one word</i> <b>quit</b> claim claimed rent	<b>rabbit</b> -backed (u.m.) -eared (u.m.) #fever #foot hearted mouth -mouthed (u.m.) skin <b>race</b> about (n., u.m.) course goer going horse like track way <b>rack</b> #block -lashing (u.m.) way #wheel work <b>radar</b> man scope <b>radio</b> #amplifier #antenna #channel #communication #control #engineer #engineering frequency isotope #link #range #receiver #set telegraph telephone #transmitter #tube #wave <i>as combining form,</i> <i>one word</i> radiumtherapy <b>rag</b> bolt #doll fish house -made (u.m.) man picker shop sorter tag time <b>rail</b> bird borne car guard head maker making man -ridden (u.m.) road roadster roadman setter splitter #train way way #maker wayman <b>rain</b> band beat (n.) -beaten (u.m.) bird bound bow -bright (u.m.) burst
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**rain—con.**  
 check  
 coat  
 drop  
 fall  
 #forest  
 fowl  
 #gage  
 light  
 maker  
 making  
 proof  
 -soft (u.m.)  
 spout  
 storm  
 tight  
 wash  
 water  
**rainbow**  
 #chaser  
 -colored (u.m.)  
**rake**  
 hell  
 hellish  
 off (n., u.m.)  
**ram**  
 jet  
 line  
 rod  
 shackle  
**ranch**  
 #hand  
 house  
 man  
 woman  
**range**  
 finder  
 keeper  
 land  
 #light  
 man  
 mark  
 rider  
 work  
**rapid**  
 #fire  
 #transit  
**rare**  
 #gas  
 ripe  
**rash**  
 -brain (u.m.)  
 -brained (u.m.)  
 -headed (u.m.)  
 -hearted (u.m.)  
 -minded (u.m.)  
**rat**  
 bite  
 catcher  
 catching  
 fish  
 hole  
 -infested (u.m.)  
 line  
 proof  
 #race  
 tail  
 -tailed (u.m.)  
 -tight (u.m.)  
 trap  
**rate**  
 -aided (u.m.)  
 #base  
 #cutter  
 -cutting (u.m.)  
 -fixing (u.m.)  
 maker  
 making  
 payer  
 paying  
 -raising (u.m.)  
 setting  
**rattle**  
 bones  
 box  
 brain  
 brained  
 head  
 headed  
 ran

**rattle—con.**  
 skull  
 skulled  
 snake  
 trap  
**raw**  
 boned  
 bones  
 -edged (u.m.)  
 hide  
 -looking (u.m.)  
 #wool  
**razor**  
 back  
 backed  
 bill  
 -billed (u.m.)  
 #blade  
 edge  
 edged  
 -keen (u.m.)  
 maker  
 making  
 man  
 -sharp (u.m.)  
 strop  
 razzle-dazzle  
**re** (pref.)  
 -cover (cover  
 again), -create  
 (create again),  
 etc.  
 -cross-examination  
 -ice  
 -ink  
 -redirect  
 evaluate, process,  
 etc.  
*rest one word*  
 reading #room  
 readout (n.)  
**ready**  
 -built (u.m.)  
 -handed (u.m.)  
 made (u.m.)  
 -mix (u.m.)  
 #reference  
 room  
 -witted (u.m.)  
**rear**  
 #end  
 guard  
 most  
 view (u.m.)  
 ward  
 reception #room  
**record**  
 breaker  
 breaking  
 keeper  
 keeping  
 maker  
 making  
**rectl** (c.f.)  
*all one word*  
**recto** (c.f.)  
*all one word*  
**red**  
 bait (v.)  
 baiter  
 belly  
 bill  
 -billed (u.m.)  
 bird  
 #blood  
 -blooded (u.m.)  
 bone  
 breast (bird)  
 buck  
 bug  
 cap (porter)  
 coat (n.)  
 eye (n.)  
 -eyed (u.m.)  
 -faced (u.m.)  
 fin (fish)  
 finch  
 fish  
 #fox  
 -haired (u.m.)

**red—con.**  
 handed  
 head (n.)  
 headed  
 hearted  
 -hot (u.m.)  
 #lead  
 leg (bird)  
 -legged (u.m.)  
 #letter  
 line (n., u.m.)  
 #man  
 out (n., u.m.)  
 poll (bird)  
 #rot  
 shank (bird)  
 skin (n.)  
 -skinned (u.m.)  
 start (bird)  
 tail (bird)  
 tape (nonliteral)  
 throat (bird)  
 -throated (u.m.)  
 ward  
 wing (bird)  
 wood  
 -yellow (u.m.)  
**reed**  
 bird  
 buck  
 maker  
 making  
 plot  
 #stop  
 -thatched (u.m.)  
 work  
**reef**  
 #knoll  
 #knot  
 regionwide  
**religio** (c.f.)  
*all one word*  
 remainderman  
**repair**  
 man  
 #shop  
**representative**  
 #at #large  
 -elect  
**research**  
 #study  
 #worker  
**resino** (c.f.)  
*all one word*  
 respectworthy  
**rest**  
 #cure  
 house  
 -refreshed (u.m.)  
 room  
**retro** (c.f.)  
 -ocular  
 -omental  
 -operative  
 -oral  
*rest one word*  
**rheo** (c.f.)  
*all one word*  
 rhinestone  
**rhino** (c.f.)  
*all one word*  
**rhizo** (c.f.)  
*all one word*  
**rhod(o)** (c.f.)  
*all one word*  
**rhomb(o)** (c.f.)  
*all one word*  
**rib**  
 band  
 #cut  
 -pointed (u.m.)  
 #roast  
 work  
**ribbon**  
 back  
 -bound (u.m.)  
 fish  
 fish  
 #fox  
 -haired (u.m.)

**rice**  
 bird  
 field  
 grower  
 growing  
 land  
 #paper  
 -throwing (u.m.)  
 #water  
**rich**  
 -bound (u.m.)  
 -clad (u.m.)  
 -looking (u.m.)  
**rick**  
 rack  
 stand  
 yard  
**ridge**  
 band  
 land  
 pole  
 poled  
 rope  
 ton  
 way  
 rlfiraff  
**rifle**  
 bird  
 man  
 #pit  
 proof  
 shot  
**rig**  
 out (n., u.m.)  
 -up (n., u.m.)  
**right**  
 about  
 about-face  
 -angle (u.m., v.)  
 -angled (u.m.)  
 #away  
 -born (u.m.)  
 -hand (u.m.)  
 -handed (u.m.)  
 -lander  
 -headed (u.m.)  
 hearted  
 most  
 -of-way  
 #turn  
 ward  
 #whale  
 wing (political)  
 winger (political)  
 wingism (political)  
**rim**  
 base  
 bound  
 -deep (u.m.)  
 fire  
 land  
 lock  
 maker  
 making  
 rock  
 #wheel  
**ring**  
 -adorned (u.m.)  
 -banded (u.m.)  
 bark  
 bill  
 -billed (u.m.)  
 #binder  
 bird  
 bolt  
 bone  
 boned  
 bound  
 craft  
 dove  
 eye (n.)  
 giver  
 giving  
 goer  
 head  
 -in (n., u.m.)  
 lead (v.)  
 leader  
 maker  
**ring—con.**  
 making  
 master  
 neck (bird)  
 -necked (u.m.)  
 -off (n., u.m.)  
 pin  
 -porous (u.m.)  
 -shaped (u.m.)  
 side  
 sider  
 sight  
 #spot  
 stand  
 stick  
 tail  
 -tailed (u.m.)  
 time  
 -up (n., u.m.)  
 wall  
 wise  
 worm  
**rip**  
 cord  
 rap  
 rapping  
 roaring  
 sack  
 saw  
 snorter  
 snorting  
 tide  
 -up (n., u.m.)  
**river**  
 bank  
 bed  
 borne  
 #bottom  
 craft  
 damp  
 flow  
 -formed (u.m.)  
 front  
 head  
 #horse  
 man  
 scape  
 side  
 sider  
 wash  
 way  
 -worn (u.m.)  
**road**  
 bank  
 bed  
 block  
 book  
 builder  
 building  
 craft  
 fellow  
 head  
 hog  
 house  
 maker  
 making  
 man  
 map  
 master  
 #runner (bird)  
 #scraper  
 #show  
 side  
 sider  
 stead  
 stone  
 -test (v.)  
 track  
 way  
 -weary (u.m.)  
 wise  
 worthy  
**rock**  
 aby  
 #bass  
 bird  
 born  
 bottom (nonlit-  
 eral)  
 bound

<b>rock—con.</b> #climber -climbing (u.m.) craft #crusher #drill #dust fall (n.) -fallen (u.m.) fast fill firm fish hearted man pile -ribbed (u.m.) #salt shaft slide staff #wool work	<b>rope—con.</b> dance dancer dancing -fastened (u.m.) house layer laying maker making stitch #twine walk walker way work <b>rose</b> -bright (u.m.) bud drop fish head -headed (u.m.) -scented (u.m.) -sweet (u.m.) tan time #tree #water worm <b>rotor</b> craft plane ship <b>rotten</b> -dry (u.m.) hearted -minded (u.m.) stone <b>rough</b> -and-ready (u.m.) -and-tumble (n., u.m.) cast (u.m., v.) -coat (v.) -cut (u.m.) draw (v.) dress (v.) dry (u.m., v.) -face (v.) -faced (u.m.) hearted hew hewer hewn house houser housing leg (hawk) -legged (u.m.) -looking (u.m.) neck necked ride rider setter shod -sketch (v.) slant (n.) string stuff tailed #work (n.) work (v.) wrought <b>rougher</b> -down -out -up roughing-in (u.m.) <b>round</b> about (n., u.m.) about-face -faced (u.m.) fish head headed house line	<b>round—con.</b> -made (u.m.) mouthed nose (tool) out (n., u.m.) ridge (v.) robin (petition) seam table (panel) tail (fish) -tailed (u.m.) -topped (u.m.) #trip -tripper up (n., u.m.) <b>row</b> boat lock house off (n., u.m.) port <b>rub</b> -a-dub down (n., u.m.) stone <b>rubber</b> band -down -lined (u.m.) neck necker nose (fish) -off #plant proofed -set (u.m.) stamp (nonliteral) (n., u.m., v.) #stamp (n.) -stamped (u.m.) stone <b>rubble</b> stone work <b>ruby</b> -hued (u.m.) -red (u.m.) -set (u.m.) tail throat (bird) -throated (u.m.) <b>rudder</b> #brake head hole post stock <b>rule</b> maker making monger #of #thumb <b>rum</b> -crazed (u.m.) runner running seller selling shop rumpus #room <b>run</b> about (n., u.m.) around (n., u.m.) away (n., u.m.) back (n., u.m.) by (n.) down (n., u.m.) fish holder -in (n., u.m.) keeper off (n., u.m.) -on (n., u.m.) out (n., u.m.) over (n., u.m.) through (n., u.m.) up (n., u.m.) way runner-up	<b>rush</b> -bottomed (u.m.) #hour land light like <b>Russo</b> (c.f.) -Chinese, etc. <i>rest one word</i> <b>rust</b> -brown (u.m.) -eaten (u.m.) #fungus proof proofing -resistant (u.m.) -stained (u.m.) <b>rye</b> #bread #field  S -boat -ray  S -bend -brake -iron -shaped -trap -wrench <b>Sabbath</b> breaker breaking keeper keeping <b>saber</b> bill fish -legged (u.m.) tooth -toothed (u.m.) wing (bird) <b>sable</b> -cloaked (u.m.) Sable Sabrejet <b>saccharo</b> (c.f.) <i>all one word</i> <b>sack</b> bearer cloth clothed #coat -coated (u.m.) #duty maker -making (u.m.) man -shaped (u.m.) time <b>sacro</b> (c.f.) <i>all one word</i> <b>sad</b> -eyed (u.m.) hearted iron #sack -voiced (u.m.) <b>saddle</b> back -backed (u.m.) bag bow cloth -graft (v.) #horse like maker -making (u.m.) nose -nosed (u.m.) #roof room #seat sick sore soreness	<b>saddle—con.</b> #stitch -stitched (u.m.) #stitcher tree -wire (u.m.) wise <b>safe</b> blower blowing breaker breaking cracker cracking -deposit (u.m.) guard guarded guarding #hit hold keeper keeping light (photog.) maker making <b>sage</b> brush brusher leaf -leaved (u.m.) #tea <b>sail</b> boat cloth -dotted (u.m.) fish flying keeper maker making plane room yard <b>sailor</b> fish -laborer man -minded (u.m.) proof <b>saint</b> like maker making <b>sale</b> goer note room work yard <b>sales</b> book clerk lady man manship people person room #tax woman worker <b>salmon</b> -colored (u.m.) #fishing -red (u.m.) <b>saloon</b> #deck keeper <b>salpingo</b> (c.f.) -oophorectomy -oophoritis -ovariotomy -ovariitis <i>rest one word</i> <b>salt</b> box catch cellar -cured (u.m.) #fish
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**salt—con.**

house  
#lick  
maker  
making  
man  
#marsh  
master  
mouth  
pack  
pan  
peter  
pit  
pond  
#pork  
room  
shaker  
spoon  
spoonful  
sprinkler  
water  
worker  
works  
yard  
**salver**  
form  
-shaped (u.m.)  
**sample**  
#book  
#box  
#case  
maker  
-making (u.m.)  
man  
room  
**sand**  
bag  
bagged  
bagger  
bagging  
bank  
bar  
bath  
bin  
blast  
blasted  
blaster  
blasting  
blown  
board  
box  
boy (insect)  
-built (u.m.)  
-buried (u.m.)  
-cast (u.m., v.)  
culture  
#dune  
fill  
fish  
flea  
glass  
heat  
hill  
-hillier  
hog  
hole  
lapper  
line  
lot  
lotter  
man  
necker (bird)  
paper  
papered  
paperer  
papering  
peep (bird)  
pile  
pipe  
piper  
pit  
-pump (u.m., v.)  
shoe  
spit  
stone  
storm  
table  
weld (v.)  
-welded (u.m.)  
-welding (u.m.)

**sandy**

-bottomed (u.m.)  
-red (u.m.)  
sangfroid  
**sans**  
#peer  
#serif  
#souci  
**sap**  
bush  
#flow  
-green (u.m.)  
head  
headed  
#rot  
#stain  
sucker (bird)  
wood  
**sapphire**  
-blue (u.m.)  
-colored (u.m.)  
wing (bird)  
**sarco** (c.f.)  
*all one word*  
**sash**  
cord  
house  
line  
maker  
making  
#weight  
**satin**  
#cloth  
fin (fish)  
#glass  
-lined (u.m.)  
-smooth (u.m.)  
#weave  
**sauce**  
boat  
box  
dish  
man  
pan  
**sauer**  
braten  
kraut  
save-all (n., u.m.)  
**saw**  
back  
belly  
bill (bird)  
-billed (u.m.)  
bones (n.)  
buck  
dust  
-edged (u.m.)  
filer  
fish  
fitter  
#guard  
#handle  
horse  
#log  
maker  
making  
man  
mill  
-pierce (v.)  
setter  
smith  
timber  
tooth  
-toothed (u.m.)  
way  
worker  
**sax**  
board  
cornet  
horn  
tuba  
**say**  
-nothing (n., u.m.)  
-so (n.)  
scabland  
**scale**  
bark  
#beam  
board  
book

**scale—con.**

-bright (u.m.)  
down (n., u.m.)  
drake  
fish  
maker  
making  
man  
pan  
-reading (u.m.)  
smith  
tail  
work  
worm  
**scandal**  
#bearer  
monger  
mongering  
**scape**  
goat  
#wheel  
**scapulo** (c.f.)  
*all one word*  
**scar**  
-clad (u.m.)  
face  
-faced (u.m.)  
**scare**  
bird  
crow  
devil  
fish  
hawk  
head  
monger  
mouse  
proof  
sheep  
sleep  
thief  
**scarf**  
#cloud  
pin  
maker  
making  
skin  
wise  
**scarlet**  
-breasted (u.m.)  
#fever  
-red (u.m.)  
**scatter**  
brain  
brained  
good  
#rug  
**scene**  
craft  
#painter  
shifter  
wright  
**schisto** (c.f.)  
*all one word*  
**schizo** (c.f.)  
*all one word*  
**school**  
bag  
#board  
book  
bookish  
boy  
bred  
bus  
child  
children  
craft  
dame  
day  
fellow  
girl  
going  
house  
keeper  
keeping  
ma'am  
-made (u.m.)  
maid  
man  
master

**school—con.**

mate  
miss  
mistress  
room  
ship  
-taught (u.m.)  
teacher  
teaching  
time  
-trained (u.m.)  
ward  
work  
yard  
#year  
**scintifico** (c.f.)  
*all one word*  
**scissor**  
bill  
bird  
-fashion (u.m.)  
#grinder  
hold  
maker  
making (u.m.)  
#sharpen  
smith  
tail  
-tailed (u.m.)  
-winged (u.m.)  
**scissors**  
-fashion (u.m.)  
maker  
making (u.m.)  
-shaped (u.m.)  
#smith  
**sciero** (c.f.)  
-oophoritis  
-optic  
*rest one word*  
**score**  
board  
book  
card  
keeper  
keeping  
sheet  
scot-free  
**Scoto** (c.f.)  
-Britannic, etc.  
**Scots**  
man  
woman  
**scour**  
fish  
way  
**scout**  
#badge  
#car  
craft  
#cruiser  
hood  
master  
**scrap**  
basket  
hook  
box  
#heap  
#iron  
man  
#paper  
works  
**scrape**  
-finished (u.m.)  
gut (n.)  
penny  
shoe (n.)  
**scratch**  
board  
brush  
-brusher  
card  
cat  
-ccated (u.m.)  
#pad  
#test  
work  
**screech**  
#owl

**screen**

land  
line  
maker  
making  
man  
out (n., u.m.)  
#plate  
play  
writer  
**screw**  
ball  
barrel  
bolt  
bound  
cap  
#collar  
down (u.m.)  
drive (v.)  
-driven (u.m.)  
driver  
head  
hook  
jack  
-lifted (u.m.)  
maker  
making  
man  
nut  
plug  
post  
#propeller  
ship  
stock  
#thread  
-threaded (u.m.)  
-turned (u.m.)  
#wheel  
**scroll**  
head  
work  
**scrub**  
bird  
board  
land  
#typhus  
scumboard  
scuttlebutt  
**scythe**  
maker  
making  
man  
-shaped (u.m.)  
smith  
stone  
work  
**sea**  
#anchor  
#base  
-based (u.m.)  
#bass  
-bathed (u.m.)  
beach  
-beaten (u.m.)  
bed  
#bird  
-blue (u.m.)  
board  
#boat  
-born (u.m.)  
borne  
bound  
-bred (u.m.)  
coast  
#cow  
craft  
-deep (u.m.)  
dog  
#dragon  
-driven (u.m.)  
drome  
-ear (mollusk)  
-encircled (u.m.)  
fare (food)  
farer (traveler)  
faring  
fighter  
folk  
food

<b>sea—con.</b> fowl front #gate girt goer going -green (u.m.) hound lane #level lift like #lion man mark #mile #mule #otter piece plane port power quake #room scape #scout scouting shell shine shore sick sickness side stroke #time (clock) #train wall walled (u.m.) ward ware water way weed weedy wide wife (fish) wing worn worthiness worthy -wrecked (u.m.)	<b>secret</b> monger #service #society <b>secretary</b> #general -generality -generalship ship -treasurer <b>section</b> #crew #gang #band #man <b>see</b> catch saw <b>seed</b> bed bird borne box cake case coat eater (bird) kin lac #plant #pod stalk time <b>seer</b> band fish hand sucker <b>seismo</b> (c.f.) <i>all one word</i> selectman <b>self</b> dom hood less ness same ward <i>reflexive prefix, use</i> <i>hyphen</i> <b>sell</b> off (n., u.m.) out (n., u.m.) <b>semi</b> (pref.) -armor-piercing (u.m.) -Christian, etc. -idleness, -indi- rect, etc. -winter-hardy (u.m.) annual, arid, etc. <i>rest one word</i> <b>send</b> off (n., u.m.) out (n., u.m.) <b>sensu</b> (c.f.) <i>all one word</i> <b>sentence</b> #maker -making (u.m.) #monger <b>septi</b> (c.f.) <i>all one word</i> <b>septo</b> (c.f.) <i>all one word</i> <b>sergeant</b> #at #arms fish #major <b>serio</b> (c.f.) <i>all one word</i> <b>sero</b> (c.f.) <i>all one word</i> <b>serrate</b> -ciliate (u.m.) -dentate (u.m.) serveout (n., u.m.)	<b>service</b> -connected (u.m.) man #stripe wide woman <b>servo</b> accelerometer amplifier control mechanism motor system <b>sesqui</b> (c.f.) <i>all one word</i> <b>set</b> -aside (n., u.m.) back (n., u.m.) bolt down (n., u.m.) -fair (n.) head -in (n., u.m.) line off (n., u.m.) -on (n., u.m.) out (n., u.m.) over (n., u.m.) piece pin screw -stitched (u.m.) -to (n., u.m.) up (n., u.m.) wise work <b>setter</b> -forth -in -on -out -to -up <b>settle</b> brain down (n., u.m.) <b>seven</b> -branched (u.m.) fold folded penny (nail) score -shooter -up (n.) severalfold <b>sewer</b> line man #pipe <b>sex</b> annulate, radiate, etc., <i>all one word</i> , <i>as combining</i> <i>form</i> #cell #hormone #intergrade -limited (u.m.) #linkage <b>shad</b> -bellied (u.m.) belly bird <b>shade</b> -giving (u.m.) -grown (u.m.) tail <b>shadow</b> box (v.) boxing grain graph land #line #stitch <b>shag</b> bark -haired (u.m.) tall	<b>shake</b> #cabin down (n., u.m.) out (n., u.m.) proof up (n., u.m.) <b>shallow</b> brained -draft (u.m.) -headed (u.m.) hearted pated <b>shame</b> -crushed (u.m.) face faced proof sick worthy <b>shank</b> bone #mill piece shapeup (n., u.m.) <b>share</b> #beam bone broker crop cropper holder out (n., u.m.) sharkskin <b>sharp</b> -angled (u.m.) -cut (u.m.) -edged (u.m.) -freeze (u.m., v.) -freezer -looking (u.m.) saw (bird) -set (u.m.) shod shooter shooting tail (bird) -tailed (u.m.) ware -witted (u.m.) <b>shatter</b> brain brained proof <b>shave</b> hook tail <b>shear</b> bill (bird) hog man pin tail (bird) water (bird) waters #zone <b>sheath</b> bill #knife -winged (u.m.) <b>shed</b> hand man <b>sheep</b> biter biting cote crook dip #dog faced #farm fold gate headed hearted herder	<b>sheep—con.</b> herding hook keeper keeping kill -knead (u.m.) land like man master nose (apple) pen shank shear (v.) shearer (n.) shearing shears shed sick skin split stealer stealing walk -white (u.m.) -witted (u.m.) <b>sheer</b> line off (n., u.m.) up (n., u.m.) <b>sheet</b> #anchor block flood #glass rock ways wise work writing <b>shelf</b> #life #list piece #plate <b>shell</b> back bound burst cracker (fish) eater (bird) fire fish fishery #game hole -like man proof shock shocked work worker <b>shelter</b> belt #half #tent #trench wood <b>shield</b> #bearer maker -shaped (u.m.) tail <b>shilly</b> -shallier -shally <b>shin</b> bone guard plaster shiner-up <b>ship</b> board borne
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<b>ship—con.</b> bound boy breaker breaking broken broker builder building #fever keeper lap load man mast master mate owner owning plane -rigged (u.m.) shape side smith way work worm wreck wrecked wright yard	<b>shop—con.</b> mark mate owner -soiled (u.m.) talk walker wear window woman work worn <b>shore</b> #bird #boat fast going land #leave line man side <b>short</b> -armed (u.m.) bread cake change (v.) changer #circuit -circuited (u.m.) corner coming cut (n., u.m., v.) fall (n.) -fed (u.m.) hand (writing) -handed (u.m.) head (whale) horn (n., u.m.) -horned (u.m.) -lasting (u.m.) leaf (u.m.) -lived (u.m.) rib run (u.m.) #sale -shunt (u.m.) sighted #snorter staff stop tail (n.) #term #ton wave (radio) <b>shot</b> gun hole maker man proof put putting star <b>shoulder</b> #belt #blade -high (u.m.) #strap <b>shovel</b> bill fish head (fish) -headed (u.m.) maker making man nose -nosed (u.m.) <b>show</b> bird board boat card case down (n., u.m.) girl man off (n., u.m.) piece	<b>show—con.</b> place room through (print- ing) (n., u.m.) up (n., u.m.) yard <b>shower</b> #bath proof shredout (n., u.m.) <b>shrimp</b> #catcher fish -pink (u.m.) <b>shroud</b> -laid (u.m.) line plate <b>shuffle</b> board wing (bird) <b>short</b> #winding -wound (u.m.) <b>shut</b> away (n., u.m.) down (n., u.m.) eye (n., u.m.) -in (n., u.m.) -mouthed (u.m.) off (n., u.m.) out (n., u.m.) up (u.m.) <b>shuttle</b> cock #race wise <b>sick</b> -abed (n., u.m.) bay bed #call hearted #leave list room <b>sickle</b> bill -billed (u.m.) man -tailed (u.m.) <b>side</b> arms band board bone burns car check -cut (u.m.) dress (v.) flash head (printing) hill hook kick lap #light (literal) light (nonliteral) #line (literal) line (nonliteral) long note piece plate play #road saddle shake show slip splitter splitting step stitch -stitched (u.m.) sway swipe swiper	<b>side—con.</b> track walk wall way ways -wheeler winder wise <b>sieve</b> like maker making <b>sight</b> #edge hole proof read reader reading saver saving see seeing seer setter worthy <b>sign</b> board man off (n., u.m.) -on (n., u.m.) #painter post up (n., u.m.) writer <b>signal</b> man #tower <b>silico</b> (c.f.) all one word <b>silk</b> grower man #screen -stockinged (u.m.) tail (bird) woman work works worm <b>silt</b> pan stone <b>silver</b> back (bird) -backed (u.m.) beater belly (fish) bill (bird) -bright (u.m.) fin (fish) fish #fox -gray (u.m.) -haired (u.m.) -lead (u.m.) -leaved (u.m.) plate (v.) -plated (u.m.) -plating (u.m.) point (drawing) print side(s) (fish) skin smith smithing spot (butterfly) tail (fish) tip -tongued (u.m.) top ware work worker simon-pure (u.m.) <b>simple</b> -headed (u.m.) hearted -minded (u.m.)	<b>simple—con.</b> -rooted (u.m.) -witted (u.m.) simulcast <b>sin</b> -born (u.m.) -bred (u.m.) proof <b>sine</b> #curve #die #wave <b>sing</b> song spiel <b>single</b> bar -breasted (u.m.) -decker -edged (u.m.) handed hearted hood -loader -minded (u.m.) -phase (u.m.) -seater stick sticker #stitch #tax #track tree <b>sink</b> box head hole room stone <b>Sino</b> (c.f.) -Japanese, etc. <b>sister</b> -german hood -in-law <b>sit</b> down (n., u.m.) -downer fast (n., u.m.) up (n., u.m.) <b>sitter</b> -by -out sitting #room sitzmark <b>six</b> -cylindrical (u.m.) fold penny (nail) -ply (u.m.) score -shooter -wheeler sizeup (n., u.m.) <b>sketch</b> book #plan <b>skew</b> back backed bald #table wise <b>ski</b> #jump #lift plane #suit <b>skid</b> #chain #fin lift (truck) proof road way skim #milk <b>skin</b> bound -clad (u.m.) deep
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<b>skin—con.</b> diver diving flint -graft (v.) #test tight	<b>slave</b> -born (u.m.) -deserted (u.m.) holder holding land #market owner ownership pen #trade #worker Slavo (c.f.) -Hungarian, etc.	<b>slop</b> -built (u.m.) maker making man -molded (u.m.) over (n., u.m.) room seller shop stone work worker	<b>smoke—con.</b> pot proof room screen shop stack tight smoking #room smooth bore bored -browed (u.m.) -cast (u.m.) mouthed -tongued (u.m.) -working (u.m.) snackbar	<b>snow—con.</b> fall field flake hammer (bird) house land line melt -melting (u.m.) mobile pack pit plow scape shade shed shine shoe shoer sled slide slip storm suit -topped (u.m.) #water -white (u.m.)
<b>skunk</b> bill head top	<b>sledge</b> #hammer -hammered (u.m.) meter	<b>slope</b> -faced (u.m.) ways wise	<b>snail</b> eater (bird) -paced (u.m.) -slow (u.m.) snail's #pace	<b>snuff</b> box maker making -stained (u.m.)
<b>skirt</b> board #dance marker	<b>sleep</b> -filled (u.m.) marken (fish) talker walker walking	<b>slow</b> belly down (n., u.m.) -footed (u.m.) going headed hearted -motion (u.m.) mouthed poke #time up (n., u.m.) -witted (u.m.) worm	<b>snake</b> bird bite -bitten (u.m.) #doctor -eater -eyed (u.m.) head hole holling neck (bird) piece pit skin stone	<b>so</b> -and-so beit (n., conj.) -called (u.m.) -seeming (u.m.) -so
<b>sky</b> -blue (u.m.) gazer -high (u.m.) jacker lark larking lift light line look (v.) man #map #pilot rocket sail scape scraper shine #train #truck ward wave way write (v.) writer writing	<b>sleet</b> proof storm #wheel <b>sleeve</b> band board fish maker #nut #setter <b>sleuth</b> dog hound <b>slide</b> film head knot man #rule #valve way <b>sling</b> ball shot stone slinkskin <b>slip</b> along (u.m.) back band board case cover house knot #law -on (n., u.m.) over (n., u.m.) #proof (printing) proof ring sheet -shelled (u.m.) shod slop sole step stitch stream top topped -up (n., u.m.) ware washer way	<b>slug</b> -cast (v.) caster casting <b>sluice</b> box #gate way <b>slum</b> dweller gullion gum land lord <b>slumber</b> -bound (u.m.) land <b>small</b> #arms -ankled (u.m.) #businessman hearted -hipped (u.m.) mouthed pox -scale (u.m.) sword talk time (u.m.) town (u.m.) ware <b>smart</b> #sleek -sleeky (u.m.) -looking (u.m.) #set -tongued (u.m.) <b>smash</b> board up (n., u.m.) <b>smear</b> case #culture <b>smoke</b> -blinded (u.m.) bound bomb box -brown (u.m.) chaser -dried (u.m.) -dry (v.) -died (u.m.) -filled (u.m.) house jack jumper jumping -laden (u.m.)	<b>snap</b> back dragon #fastener head holder hook -on (n., u.m.) out (n.) ring roll shooter shooting shot shotted shotter spotting -up (u.m.) <b>snapper</b> -back -up <b>snipe</b> bill #eel fish -nosed (u.m.) sniperscope snooperscope <b>snow</b> ball bank berg bird blind blinded #blindness blink block -blocked (u.m.) blower bound break #bunting (bird) cap capped -choked (u.m.) clad (u.m.) #cover -covered (u.m.) craft drift	<b>soap</b> box bubble bubbly dish fast #fat fish flakes maker making #opera rock stock stone suddy suds <b>sob</b> proof #sister #story #stuff <b>sober</b> -minded (u.m.) sided sides <b>social</b> #work #worker <b>socio</b> (c.f.) -official economic, etc. <i>rest one word</i> <b>sock</b> eye maker making <b>sod</b> bound buster culture #grass #house work <b>soda</b> #granite jerk #pop #water <b>sofa</b> #bed
<b>slab</b> man -sided (u.m.) stone <b>slack</b> -bake (v.) -filled (u.m.) #water #wire slambang <b>slant</b> -eyed (u.m.) wise <b>slap</b> bang dab dash down (n., u.m.) happy jack slap stick -up (n., u.m.) <b>slate</b> -blue (u.m.) -colored (u.m.) like maker making work works write (v.) writing yard <b>slaughter</b> house man pen yard	<b>skirt</b> -eyed (u.m.) shell #skirt			

**sofa—con.**

#maker  
-making (u.m.)  
-ridden (u.m.)  
#seat  
**soft**  
ball  
-boiled (u.m.)  
brained  
#coal  
#drink  
#goods  
head  
hearted  
like  
-pedal (v.)  
-shelled (u.m.)  
-soap (nonliteral)  
(v.)  
-soaper (nonliteral)  
-spoken (u.m.)  
tack  
wood  
**soldier**  
bird  
-fashion (u.m.)  
fish  
hearted  
like  
proof  
**sole**  
cutter  
cutting  
piece  
plate  
print  
**somato** (c.f.)  
*all one word*  
**some**  
body  
day  
how  
one (anyone)  
#one (distributive)  
place (adv.)  
thing  
time (adv., u.m.)  
#time (some time ago)  
times  
what  
where  
**son**  
-in-law  
#of #man  
**song**  
bird  
book  
craft  
fest  
land  
maker  
making  
man  
worthy  
wright  
writer  
writing  
sonobuoy  
**sooth**  
fast  
say  
sayer  
saying  
**sore**  
-eyed (u.m.)  
foot (n.)  
footed (u.m.)  
head (n., u.m.)  
headed  
hearted  
#throat  
**sorry**  
hearted  
-looking (u.m.)  
**soul**  
-deep (u.m.)  
mate  
-searching (u.m.)  
sick

**sound**

-absorbing (u.m.)  
board  
#field  
film  
headed  
hearted  
-minded (u.m.)  
off (n., u.m.)  
proof  
track  
#wave  
**soup**  
bone  
house  
like  
#plate  
spoon  
#stock  
**sour**  
belly  
bread  
dough (n.)  
faced  
#grapes  
headed  
hearted  
-nated (u.m.)  
-sweet  
sourcebook  
**south**  
-born (u.m.)  
borne  
bound  
-central (u.m.)  
east  
east-bound (u.m.)  
eastern  
#end  
going  
land  
lander  
paw  
#side  
-sider  
-southeast  
ward  
west  
west-bound (u.m.)  
wester  
soybean  
**sow**  
back  
backed  
belly  
**space**  
band  
bar  
borne  
craft  
-cramped (u.m.)  
#key  
man  
mark  
#rule (printing)  
ship  
#time  
writer  
**spade**  
-dug (u.m.)  
fish  
foot  
-footed (u.m.)  
#handle  
maker  
making  
man  
-shaped (u.m.)  
work  
**span**  
-long (u.m.)  
-new (u.m.)  
piece  
**Spanish**  
#American  
-Arab  
-born (u.m.)  
-speaking (u.m.)

**spar**

#buoy  
#deck  
**spare**  
-bodied (u.m.)  
rib  
#room  
**spark**  
back  
#coil  
#gap  
over (n., u.m.)  
#plug (literal)  
plug (nonliteral)  
**spatter**  
dash  
work  
speakeasy (n.)  
**spear**  
bound  
cast  
fish  
head  
-high (u.m.)  
man  
proof  
-shaped (u.m.)  
#thrower  
**speckle**  
belly  
breast (bird)  
-breasted (u.m.)  
**spectro** (c.f.)  
*all one word*  
**speech**  
-bereft (u.m.)  
bound  
craft  
maker  
making  
-read (v.)  
#reading  
writer  
writing  
**speed**  
boat  
boating  
boatman  
#cop  
letter  
trap  
up (n., u.m.)  
way  
writing  
**spell**  
bind  
binder  
binding  
craft  
down (n., u.m.)  
-free (u.m.)  
proof  
word  
work  
**spelling**  
down (n.)  
#match  
**spelter**  
man  
#solder  
**spend**  
-all (n.)  
thrift  
**spermato** (c.f.)  
*all one word*  
**spermo** (c.f.)  
*all one word*  
**spheno** (c.f.)  
-occipital  
*rest one word*  
sphinxlike  
**phygmo** (c.f.)  
*all one word*  
**spice**  
box  
-burnt (u.m.)  
cake  
house  
-laden (u.m.)

**spice—con.**

land  
**spider**  
#crab  
-legged  
-spun (u.m.)  
#web (n.)  
web (u.m., v.)  
#wheel  
work  
**spike**  
bill  
-billed (u.m.)  
fish  
horn  
-kill (v.)  
like  
#nail  
-pitch (v.)  
tail  
**spile**  
hole  
worm  
**spill**  
over (n., u.m.)  
way  
**spin**  
back  
off  
**spindle**  
-formed (u.m.)  
head  
-legged (u.m.)  
legs  
shanks  
tail  
worm  
**spine**  
#ache  
bill  
bone  
-broken (u.m.)  
-pointed (u.m.)  
tail  
spinning #wheel  
**spino** (c.f.)  
-olivary  
*rest one word*  
**spirit**  
-born (u.m.)  
-broken (u.m.)  
land  
#level  
wise  
#world  
#writing  
**spit**  
ball  
baller  
box  
fire  
poison  
stick  
**spite**  
#fence  
#wall  
work  
**splanchno** (c.f.)  
*all one word*  
**splash**  
board  
#dam  
proof  
**splatter**  
faced  
work  
**splay**  
foot  
footed  
mouth  
mouthed  
**spleen**  
-born (u.m.)  
sick  
-swollen (u.m.)  
**spieno** (c.f.)  
*all one word*  
**splinter**  
#bar  
proof

**split**

beak (bird)  
finger (crustacean)  
#flap  
fruit  
mouth  
saw  
#second  
tail (fish)  
-tongued (u.m.)  
up (n., u.m.)  
worm  
spoilsport  
**spoils**  
man  
monger  
**spoke**  
shave  
stitch  
-stitching (u.m.)  
**spokes**  
man  
woman  
**spondylo** (c.f.)  
*all one word*  
**sponge**  
#bath  
cake  
#cloth  
diver  
-diving (u.m.)  
-shaped (u.m.)  
**spongio** (c.f.)  
*all one word*  
**spool**  
winer  
wood  
**spoon**  
-beaked (u.m.)  
bill (bird)  
-billed (u.m.)  
bread  
drift  
-fed (u.m.)  
maker  
making  
-shaped (u.m.)  
ways  
wise  
**spore**  
former  
forming  
#fruit  
#print  
**sporo** (c.f.)  
*all one word*  
**sports**  
#editor  
man  
manlike  
#page  
wear  
woman  
writer  
**spot**  
#check  
-checked (u.m.)  
-face (v.)  
light  
weld (v.)  
welded (u.m.)  
-welding (u.m.)  
**spray**  
board  
#gun  
room  
-washed (u.m.)  
**spread**  
board  
-eagle (u.m., v.)  
head  
out (n., u.m.)  
over (n., u.m.)  
-set (v.)  
**spring**  
back (bookbind-  
ing)  
board  
book

**spring—con.**

-born (u.m.)  
buck  
-clean (v.)  
#fever  
finger  
fish  
-grown (u.m.)  
halt  
head  
house  
like  
#lock  
maker  
making  
-plow (v.)  
-plowed (u.m.)  
tail  
tide (season)  
time  
trap

**sprit**

sail  
tail

**spur**

-clad (u.m.)  
-driven (u.m.)  
gall  
-galled (u.m.)  
-heeled (u.m.)  
like  
maker  
making  
#track  
way

**spurnwater****spy**

boat  
glass  
hole  
tower

**square**

-bottomed (u.m.)  
-built (u.m.)  
#dance  
#deal  
#edge  
-faced (u.m.)  
flipper  
#foot  
head  
headed  
#knot  
#mark  
#mile  
-rigged (u.m.)  
#root  
-set (u.m.)  
shooter  
tail (fish)  
#wave  
squaw  
fish  
man

**squeeze**

-in (n., u.m.)  
out (n., u.m.)  
#play  
up (n., u.m.)

**squirrel**

#cage  
fish  
-headed (u.m.)

**stable**

boy  
fly  
keeper  
man

**stack**

freed  
man  
room  
stand  
up (n., u.m.)  
yard

**staff**

-herd (v.)  
man

**stag**

-handled (u.m.)  
head  
-headed (u.m.)  
horn  
-horned (u.m.)  
hound  
hunt  
hunter  
hunting  
skin

**stage**

coach  
craft  
hand  
land  
like  
line  
man

**#set**

-struck (u.m.)  
wise

worthy

**stair**

builder  
building  
case  
head  
step  
stepper  
way  
#well  
work

**stake**

head  
holder  
master  
out (n.)

**stale**

mate  
-worn (u.m.)

**stall**

board  
-fed (u.m.)  
-feed (v.)  
keeper  
man  
stamp  
book  
-licking (u.m.)  
man

**#tax****stand**

by (n., u.m.)  
down (n., u.m.)  
fast (n., u.m.)  
-in (n., u.m.)  
off (n., u.m.)  
offish  
out (n., u.m.)  
patter  
pattism  
pipe  
point  
post  
still (n., u.m.)  
up (n., u.m.)

**standard**

#bearer  
bred  
#breed  
#gag  
#time

**stander-by**

staphylo (c.f.)  
*all one word*

**star**

blind  
board  
bright  
craft  
dust  
finch  
fish  
gaze  
gazer  
gazing  
-led (u.m.)  
light

**star—con.**

like  
lit  
lite (gem)  
nose (mole)  
proof  
shake  
#shell  
shine  
shoot  
-spangled (u.m.)  
stone  
stroke  
-studded (u.m.)  
throat (bird)  
#time  
#wheel  
wise  
worm

**starch**

board  
#corn  
maker  
making  
man  
room  
works

**stark**

-blind (u.m.)  
-mad (u.m.)  
-naked (u.m.)  
-raving (u.m.)  
starter-off  
startup (n., u.m.)

**stat**

(pref.)  
*all one word*

**State**

-aided (u.m.)  
#line  
-owned (u.m.)

**state**

craft  
hood  
house  
making  
quake  
room  
side  
sider  
way  
wide

**states**

man  
manlike  
woman

**station**

#house  
man  
master  
#wagon

**stato**

(c.f.)  
*all one word*

**statue**

craft  
like  
maker  
making

**statute**

-barred (u.m.)  
#book  
#mile

**stay**

-at-home (n., u.m.)  
bar  
bolt  
boom  
#girder  
lace  
log  
maker  
making  
pin  
plow  
sail  
wire

**steam**

boat  
boating  
boatman

**steam—con.**

car  
-cooked (u.m.)  
-driven (u.m.)  
#engine  
fitter  
fitting  
#heat  
#gage  
pipe  
piping  
plant  
power  
-pocket (v.)  
-propelled (u.m.)  
roll (v.)  
roller (u.m., v.)  
room  
ship  
table  
tight  
tightness

**steamer**

-borne (u m.)  
#line  
load

**steel**

-blue (u.m.)  
bound  
-bright (u.m.)  
-cased (u.m.)  
clad

**#electrotype**

#engraving  
-framed (u.m.)  
-hard (u.m.)  
head  
hearted  
maker  
making  
master  
plate  
proof  
ware

**#wool**

work  
worker  
works  
yard

**sleep**

land (geol.)  
-rising (u.m.)  
-to (u.m.)  
-up (u.m.)  
-walled (u.m.)

**steep**

chase  
chaser  
-high (u.m.)  
jack  
top

**steerageway****stem**

#blight  
#end  
head  
post

**#rot**

#rust  
sick  
sickness  
ware  
winder  
work

**stencil**

#cutter  
-cutting (u.m.)  
maker  
making  
#paper

**steno**

(c.f.)  
*all one word*

**step**

aunt  
brother  
child  
dance  
dancer  
dancing

**step—con.**

daughter  
down (n., u.m.)  
father  
grandchild  
grandfather  
grandson  
-in (n., u.m.)  
ladder  
mother  
nephew  
off (n., u.m.)  
-on (n., u.m.)  
over (n., u.m.)  
parent  
relation  
relationship  
sister  
son  
stone

**#turn**

uncle  
-up (n., u.m.)

**way****wise****stepping**

-off (u.m.)  
-out (u.m.)

**#pace****stone****stereo**

(c.f.)  
*all one word*

**stern**

castle  
-faced (u.m.)  
foremost  
-heavy (u.m.)  
-looking (u.m.)  
man  
most  
post  
son  
ward  
way

**#wheel****-wheeler****sterno**

(c.f.)  
*all one word*

**stetho**

(c.f.)  
*all one word*

**stew**

pan  
pot

**stick**

-at-it (n., u.m.)  
fast (n.)

-in-the-mud (n., u.m.)

out (n., u.m.)

pin

tail (duck)

tight (n.)

-to-it-iveness (n.)

up (n., u.m.)

water

**sticker**

-in

-on

-up

**stiff**

-backed (u.m.)  
hearted

neck

-necked (u.m.)

tail (bird)

**still**

-admirer (u.m.)  
blith  
born  
burn (v.)  
-fish (v.)  
house  
-hunt (v.)

**#life**

man  
-recurring (u.m.)  
room  
stand  
water (u.m.)



<b>sting</b> bull (fish) fish ray tail (fish)	<b>stone—con.</b> -cold (u.m.) #crab crusher cutter cutting -dead (u.m.) -deaf (u.m.) -eyed (u.m.) fish fly hand (printing) hatch (bird) head hearted layer laying lifter man mason pecker (bird) #proof (printing) shot #wall (n.) wall (u.m.) ware work worker #writing yard	<b>story—con.</b> writer writing <b>stout</b> -armed (u.m.) hearted heartedness -minded (u.m.) wood <b>stove</b> brush -heated (u.m.) house #length maker making man pipe wood <b>stow</b> away (n., u.m.) bord down (n., u.m.) #net wood <b>straddle</b> back bug -face (v.) -legged (u.m.) wise <b>straight</b> away -backed (u.m.) -cut (u.m.) edge -edged (u.m.) #face -faced (u.m.) forward head -legged (u.m.) #line -lined (u.m.) -out (n., u.m.) #run -spoken (u.m.) #time -up (u.m.) -u p - a n d - d o w n way wise strainerman strain slip <b>strait</b> -cheated (u.m.) jacket laced lacing stranglehold <b>strap</b> -bolt (v.) hanger head -shaped (u.m.) watch work <b>strato</b> (c.f.) all one word <b>straw</b> berry #field bill (bird) board boss -built (u.m.) hat man -roofed (u.m.) splitter splitting stack stacker -stuffed (u.m.) #vote walker work worm yard -yellow (u.m.)	<b>stray</b> away (n., u.m.) #line mark <b>stream</b> bank bed flow head line lined liner side ward way <b>street</b> -bred (u.m.) car cleaner -cleaning (u.m.) -sold (u.m.) sweeper sweeping walker walking ward way <b>strepto</b> (c.f.) all one word <b>stretcher</b> #bearer man stretchout (n., u.m.) <b>strife</b> maker making monger <b>strike</b> breaker breaking -in (n., u.m.) out (n., u.m.) over (n., u.m.) <b>striker</b> -in -out <b>string</b> board course halt halted maker making man piece #plate #proof (density) ways <b>strip</b> cropping #map #mine #pit #printing tease teaser <b>strong</b> -arm (u.m., v.) back (nautical) -backed (u.m.) box brained headed hearted hold #man -minded (u.m.) point (n.) room <b>stub</b> #nail #pen runner -toed (u.m.) wing <b>stubble</b> #field -mulch (u.m.) <b>stubborn</b> hearted	<b>stubborn—con.</b> minded <b>stucco</b> -fronted (u.m.) work worker <b>stuck</b> up (n., u.m.) -upper -uppish (u.m.) <b>stud</b> bolt book fish horse mare #print work stuntman <b>stupid</b> head -headed (u.m.) -looking (u.m.) <b>sturdy</b> hearted -limbed (u.m.) stylebook <b>style</b> (c.f.) all one word <b>sub</b> (pref.) -Himalayan, etc. machinegun #rosa, #specie, etc. -subcommittee polar, standard, etc. rest one word <b>subject</b> -object -objectivity <b>subter</b> (pref.) all one word <b>such</b> -and-such like wise <b>suck</b> -egg (n., u.m.) fish fly hole -in (n., u.m.) stone <b>sugar</b> #beet bird #bowl cake cane -coat (v.) -coated (u.m.) -cured (u.m.) house loaf maker making plum spoon sweet #water works suitecase <b>sulfa</b> (c.f.) all one word <b>sulfo</b> (c.f.) all one word <b>sulfon</b> (c.f.) all one word <b>sullen</b> hearted -natured (u.m.) <b>summer</b> bird castle (naut.) -clad (u.m.) #day -dried (u.m.) -fallow (v.) house land
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<b>summer-con.</b> -made (u.m.) #school tide time (season) #time (daylight saving) wood	<b>supra-con.</b> -angular -arytenoid -auditory -auricular -axillary -Christian, etc. <i>rest one word</i> <b>sur</b> (pref.) <i>all one word</i> <b>sure</b> #enough -fire (u.m.) -footed (u.m.) -slow #thing <b>surf</b> -battered (u.m.) bird board boat boatman bound #fish line man -swept (u.m.) <b>surface</b> man #printing #water <b>surgeon</b> #dentist fish #general <b>swallow</b> bird pipe tail -tailed (u.m.) -wing (bird) <b>swamp</b> #lever land side <b>swan</b> -bosomed (u.m.) dive herd mark marking neck necked skin song <b>swansdown</b> <b>swash</b> buckle buckler buckling #letter plate way work <b>sway</b> back (n., u.m.) -backed (u.m.) bar -brace (v.) swearer-in sweardword <b>sweat</b> band box #gland #pad #shirt shop <b>sweep</b> back (aviation) (n., u.m.) forward (aviation) (n., u.m.) stake through (n., u.m.) washer washings <b>sweet</b> bread -breathed (u.m.)	<b>sweet-con.</b> brier faced fish heart hearted maker meat mouthed -pickle (v.) shop -sour -sweet water (u.m.) <b>swell</b> -butted (u.m.) doodle (fish) fish head toad swelled-headed (u.m.) <b>swept</b> back (n., u.m.) forward (n., u.m.) wing (n., u.m.) <b>swift</b> foot -footed (u.m.) -handed (u.m.) -running (u.m.) <b>swill</b> bowl tub <b>swim</b> sult wear <b>swine</b> -backed (u.m.) bread head herd #itch pipe (bird) pox stone sty <b>swing</b> back (n., u.m.) bar #beam devil (bird) dingle #door #gate #shift #shifter stock -swang tree <b>swingle</b> bar tail (shark) tree <b>switch</b> back blade board box gear keeper like man plate plug rail tail (fish) tender #tower yard <b>swivel</b> #chair eye -eyed (u.m.) -hooked (u.m.) like #lock <b>sword</b> -armed (u.m.) bearer	<b>sword-con.</b> #belt bill #breaker craft fish fisherman fishing maker making play player proof -shaped (u.m.) smith stick tail <b>swords</b> man woman <b>syn</b> (pref.) <i>all one word</i> <b>synchro</b> cyclotron flash mesh tron Siro (c.f.) -Arabian, etc. phenician systemwide  T -bandage -beam -bone -iron -rail -shape -shaped -square  T -boat -cloth -man -scale (score) -shirt <b>table</b> cloth -cut (u.m.) cutter -cutting (u.m.) fellow fellowship -formed (u.m.) land line #linen maid maker making man mate -shaped (u.m.) spoon spoonful talk top ware wise work (printing) <b>tachy</b> (c.f.) <i>all one word</i> <b>tag</b> -affixing (u.m.) board boat #day #end lock rag sore tail <b>tail</b> band board #coat -cropped (u.m.)	<b>tail-con.</b> #end -ender first foremost gate head -heavy (u.m.) hook lamp light piece pin pipe plane race spin stock -tied (u.m.) twister twisting -up (n., u.m.) ward wheel wind wise <b>tallor</b> bird craft -cut (u.m.) made (u.m.) man -suited (u.m.) <b>take</b> -all (n.) down (n., u.m.) -home (n., u.m.) -in (n., u.m.) off (n., u.m.) out (n., u.m.) over (n., u.m.) up (n., u.m.) <b>taker</b> -down -in -off -up <b>tale</b> bearer bearing book carrier carrying monger teller telling wise <b>talk</b> fest worthy <b>talking</b> #film -to (n.) <b>tail</b> boy (n.) -built (u.m.) #grass -looking (u.m.) -masted (u.m.) <b>tallow</b> -faced (u.m.) maker making man -pale (u.m.) <b>tally</b> #board #clerk ho man #room #sheet wag (fish) <b>tame</b> -grown (u.m.) hearted -looking (u.m.) -naturaed (u.m.)
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<b>tan</b> bark house wood works yard <b>tangent</b> #arc -cut (v.) -saw (v.) <b>tangle</b> fish foot -haired (u.m.) <b>tank</b> buster #car house maker making man room ship town <b>tap</b> bolt dance dancer dancing holder hole house line net off (n., u.m.) -riveted (u.m.) room root rooted #shoe -tap water <b>tape</b> bound #deck line maker making man #measure #puncher #reader #reading #sizer string -tied (u.m.) work worm <b>taper</b> bearer -fashion (u.m.) -headed (u.m.) maker making <b>tapestry</b> -covered (u.m.) #maker -making (u.m.) #work <b>tapper-out</b> <b>tar</b> #base board box boy -brand (v.) brush -coal (u.m.) -dipped (u.m.) man #oil #paper -paved (u.m.) pot rock (bird) -roofed (u.m.) works yard	<b>tariff</b> bound maker making -protected (u.m.) #wall <b>tarpaulin</b> -covered (u.m.) #maker -making (u.m.) <b>tarao</b> (c.f.) <i>all one word</i> <b>task</b> #force master mistress setter work <b>tattletale</b> <b>tauro</b> (c.f.) <i>all one word</i> <b>tax</b> #assessor book -burdened (u.m.) #collector #dodger eater eating -exempt (u.m.) -free (u.m.) gatherer gathering -laden (u.m.) #lien #list load man paid payer paying payment #roll #sale -supported (u.m.) <b>taxi</b> auto bus cab #dancer #driver man meter metered plane stand way (aviation) <b>tea</b> ball board box cake cart #chest -colored (u.m.) cup cupful dish house kettle maker making man #party pot room #rose -scented (u.m.) shop spoon spoonful #table taster tasting time #wagon ware <b>team</b> mate play	<b>team—con.</b> wise work <b>tear</b> bomb -dimmed (u.m.) down (n., u.m.) drop #gas -off (n., u.m.) -out (n., u.m.) pit proof sheet stain -stained (u.m.) <b>teen</b> age (u.m.) ager <b>teeter</b> board tail -totter <b>tele</b> (c.f.) <i>all one word</i> <b>teleo</b> (c.f.) <i>all one word</i> <b>tell</b> tale truth <b>telo</b> (c.f.) <i>all one word</i> <b>tempest</b> proof -rocked (u.m.) <b>temporo</b> (c.f.) -occipital <i>rest one word</i> <b>ten</b> fold penny (nail) pins <b>tender</b> #boat -faced (u.m.) foot -footed (u.m.) footish -handed (u.m.) heart hearted loin -looking (u.m.) <b>tenement</b> #house <b>tent</b> -dotted (u.m.) maker making mate pole -sheltered (u.m.) #show #stitch work worm terneplate <b>terra</b> #cotta #firma mara <b>terrace</b> -fashion (u.m.) maker work <b>test</b> #case -fly (v.) house man room #tube <b>tetra</b> (c.f.) <i>all one word</i> <b>text</b> book man writer	<b>thanks</b> giver giving <b>thatch</b> -roofed (u.m.) wood work <b>theater</b> goer going <b>then</b> abouts adays <b>thence</b> forth forward ward <b>theo</b> (c.f.) <i>all one word</i> <b>theologico</b> (c.f.) <i>all one word</i> <b>theory</b> less maker making monger <b>there</b> about(s) above across after against among around at away before between by for fore from in inafter inbefore into of on over through to tofore under until unto upon with <b>thermo</b> (c.f.) <i>all one word</i> <b>thick</b> -blooded (u.m.) brained head headed lips -looking (u.m.) pated set (n., u.m.) skin skinned skull (n.) skulled -tongued (u.m.) wit -witted (u.m.) -wooded (u.m.) -woven (u.m.) <b>thief</b> craft land maker making proof <b>thimble</b> -eye (n.) -eyed (u.m.) maker -making (u.m.) man rig	<b>thimble—con.</b> rigged rigger rigging -shaped (u.m.) <b>thin</b> brained -clad (u.m.) down (n., u.m.) set (u.m.) skinned -voiced (u.m.) <b>thio</b> (c.f.) <i>all one word</i> <b>third</b> -class (u.m.) -degree (u.m.) hand (adv., u.m.) #house -rate (u.m.) -rater <b>thistle</b> bird down <b>thoraco</b> (c.f.) <i>all one word</i> <b>thorn</b> back bill bound -covered (u.m.) -set (u.m.) stone -strewn (u.m.) tail <b>thorough</b> -bind (v.) bred -dried (u.m.) fare foot going -made (u.m.) paced pin <b>thought</b> -bewildered (u.m.) -free (u.m.) -out (u.m.) -provoking (u.m.) sick -tight (u.m.) worthy <b>thousand</b> fold -headed (u.m.) -legged (u.m.) legs (worm) <b>thrall</b> born dom -less <b>thread</b> bare fin (fish) fish #gage -leaved (u.m.) maker making way worm <b>three</b> -bagger -cornered (u.m.) -dimensional (u.m.) fold folded -in-hand -master penny (nail) -piece (u.m.) -ply (u.m.) score some -spot -square -striper threshingtime
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thrif(t)box	ticket—con.	tilt—con.	tin—con.	toad—con.
throat	making	up (n.)	ware	blind
band	#seller	yard	-white (u.m.)	bug
cutter	-selling (u.m.)	timber	work	eat (v.)
cutting	#writer	-built (u.m.)	worker	eater
latch	tidal #wave	head	working	fish
strap	tiddlywink	-headed (u.m.)	tinder	-green (u.m.)
thrombo (c.f.)	tide	jack	box	head (bird)
all one word	bound	land	-dry (u.m.)	stone
through	flat	line	tinzel	stool
out	#gag	man	-bright (u.m.)	toast
put	head	-propped (u.m.)	-clad (u.m.)	#list
#rate	land	#right	#cloth	master
#road	maker	#rot	-covered (u.m.)	mistress
way	making	#wolf	maker	tobacco
throw	mark	wood	making	#grower
away (n., u.m.)	-marked (u.m.)	work	weaver	-growing (u.m.)
back (n., u.m.)	race	wright	tint	#shed
-in (n., u.m.)	table	yard	block (printing)	#shop
#line	-tossed (u.m.)	time	#tool	toe
off (n., u.m.)	waiter	book	tip	board
-on (n., u.m.)	water	born	burn	cap
out (n., u.m.)	#wave	bound	cart	#dance
over (n., u.m.)	way	card	-curled (u.m.)	#drop
thrust	work	clerk	head	hold
-pound	-worn (u.m.)	clock	-in (n., u.m.)	-in (n., u.m.)
power	tie	-consuming (u.m.)	man	-mark (v.)
thumb	back (n.)	-honored (u.m.)	most	nail
bird	#band	keep (v.)	off (n., u.m.)	plate
#hole	#bar	keeper	over (n., u.m.)	print
-made (u.m.)	#beam	killer	proof	toil
mark	#bolt	killling	staff	-beaten (u.m.)
-marked (u.m.)	#cord	lag	stock	some
nail	down (n., u.m.)	lock	tail	-stained (u.m.)
piece	-in (n., u.m.)	outs (n., u.m.)	tank	-weary (u.m.)
print	#knot	piece	-tap	worn
screw	line	pleaser	tilt (v.)	toilet
-shaped (u.m.)	-on (n., u.m.)	proof	tilted	#mirror
stall	-out (n., u.m.)	saver	tilting	#room
string	pin	saving	toe	ware
sucker	#plate	server	toed	toll
sucking	-plater	serving	toeing	bar
tack	#post	sheet	top	board
worn	#rod	slip	topper	#bridge
thunder	#rope	slot	-up (u.m.)	#call
bearer	#stay	span	tire	gate
bearing	#strap	-stamp (v.)	changer	gatherer
bird	#tack	study	changing	house
blast	up (n., u.m.)	table	dresser	keeper
bolt	#wall	taker	fitter	#line
burst	wig	taking	holder	man
clap	wigged	waster	maker	master
cloud	tierlift (truck)	wasting	making	payer
crack	tiger	work	man	paying
fish	bird	worker	-mile	penny
gust	eye	worn	#rack	#road
head	hearted	tin	shaper	taker
headed	#lily	-bearing (u.m.)	smith	tom
peal	proof	bound	some	boy
proof	#shark	-capped (u.m.)	tit	cat
shower	-striped (u.m.)	-clad (u.m.)	bit	cod
smite (v.)	tight	#cow	fish	fool
squall	-belted (u.m.)	cup	#for #tat	foolery
stick	bound	#fish	lark	piper
stone	fisted	foil	man	tate (fish)
storm	-fitting (u.m.)	foiled	mouse	-tom
strike	#joint	foiler	titano (c.f.)	tomb
stroke	lipped	frame	all one word	stone
struck	rope	#hat	tithe	-strewn (u.m.)
-voiced (u.m.)	-set (u.m.)	horn	book	tommy
thwart	-tie (v.)	house	-free (u.m.)	#bar
man	wad	kettle	payer	cod (fish)
ship	wire	lined (u.m.)	right	gun
thymo (c.f.)	work	man	title	#hole
all one word	tile	#ore	board	rot
thyro (c.f.)	-clad (u.m.)	#pail	holder	ton
all one word	#drain	pan	-holding (u.m.)	-hour
tible (c.f.)	fish	plate	#page	-kilometer
all one word	maker	-plated (u.m.)	winner	-mile
tick	making	-plating (u.m.)	-winning (u.m.)	-mileage
bird	-red (u.m.)	pot	to	-mile-day
#fever	setter	-roofed (u.m.)	-and-fro	tone
seed	stone	shop	day	-deaf (u.m.)
seeded	work	smith	-do (n.)	down (n., u.m.)
tacktoe	works	smithing	morrow	-producing (u.m.)
tick	wright	spot	night	proof
tock	yard	stone	#wit	up (n., u.m.)
ticket	tilt	type	toad	tongue
holder	board	typar	back	-baited (u.m.)
maker	hammer		-bellied (u.m.)	bird

**tongue—con.**

#bit  
-bound (u.m.)  
craft  
-dumb (u.m.)  
fish  
-free (u.m.)  
-lash (v.)  
#flashing  
play  
proof  
-shaped (u.m.)  
shot  
sore  
tack  
tacked  
tie  
tied  
tip  
#twister  
-twisting (u.m.)  
work

**tool**

bag  
#belt  
box  
builder  
building  
#chest  
crib  
#designer  
dresser  
fitter  
#grinder  
-grinding (u.m.)  
#handle  
head  
holder  
holding  
house  
kit  
maker  
making  
mark  
marking  
plate  
post  
#press  
rack  
room  
#set  
setter  
shed  
slide  
smith  
#steel  
stock  
stone  
work

**tooth**

ache  
aching  
achy  
#and #nail  
bill  
-billed (u.m.)  
brush  
drawer  
drawing  
mark  
-marked (u.m.)  
paste  
pick  
plate  
powder  
proof  
pailer  
-pulling (u.m.)  
-set (u.m.)  
-shaped (u.m.)  
#shell  
some  
wash  
work

**top**

#brass  
cap (n.)  
coat  
coated  
coating

**top—con.**

cutter  
#dog  
-drain (v.)  
#drawer  
dress (v.)  
dressing  
flight (u.m.)  
full  
gallant (n., u.m.)  
-graft (v.)  
hat  
-hatted (u.m.)  
heavy  
kick  
knot  
knotted  
light  
lighted  
line  
liner  
lofty  
maker  
making  
man (n.)  
mark  
mast  
milk  
most  
notch (nonliteral)  
notcher  
piece  
rail  
rope  
sail  
-secret (u.m.)  
#sergeant  
-shaped (u.m.)  
side (naut.)  
soil  
stone  
tail (v.)  
#timber (naut.)  
work

**topo (c.f.)**

*all one word*

**topsy-turvy****torch**

bearer  
bearing  
#dance  
fish  
#holder  
light  
lighted  
like  
lit  
man  
#song

**torpedo**

#boat  
#mine  
plane  
#room  
#tube  
torquemeter  
toss  
pot  
up (n., u.m.)  
totebox  
touch  
#and #go  
back (n., u.m.)  
down (n., u.m.)  
hole  
line  
-me-not (n., u.m.)  
#method  
pan  
reader  
stone  
up (n., u.m.)  
wood  
writer  
writing

**tough**

head (duck)  
-headed (u.m.)  
hearted

**tough—con.**

-looking (u.m.)  
-skinned (u.m.)

**to w**

away  
boat  
#car  
-haired (u.m.)  
head  
headed  
#hook  
line  
mast  
#net  
-netter  
path  
rope  
#team  
tower  
#chime  
-high (u.m.)  
house  
man  
proof  
-shaped (u.m.)  
work

**town**

bound  
-bred (u.m.)  
#clerk  
#crier  
-dotted (u.m.)  
folk  
gate  
goer  
going  
hall  
house  
like  
lot  
#meeting  
ship  
side  
site  
talk  
ward  
wear  
-weary (u.m.)  
woman  
yard

**towns**

boy  
fellow  
man  
people  
toy  
#dog  
house  
land  
maker  
making  
man  
shop  
-sized (u.m.)  
town  
tracheo (c.f.)  
*all one word*  
trachy (c.f.)  
*all one word*  
track  
barrow  
#brake  
#gag  
hound  
layer  
laying  
man  
mark  
master  
-mile  
shifter  
sick  
side  
walker  
walking  
way  
work  
tractor-trailer  
trade  
#board

**trade—con.**

bound  
craft  
-in (n., u.m.)  
-laden (u.m.)  
-made (u.m.)  
mark  
#name  
#school  
#union  
#unionism  
#unionist  
#wind  
work

**trades**

folk  
man  
people  
#union  
#unionism  
woman

**traffic**

-mile  
way  
#ragico (c.f.)  
*all one word*

**trail**

blazer  
blazing  
breaker  
maker  
making  
-marked (u.m.)  
side  
sight  
-weary (u.m.)  
wise

**train**

bearer  
bolt  
boy  
crew  
line  
load  
man  
master  
-mile  
shed  
sick  
stop  
time  
way  
yard

**training**

#camp

**#ship****tram**

-borne (u.m.)  
car  
line  
load  
man  
rail  
road  
smith  
way  
wayman  
yard  
trans (pref.)  
alpine  
atlantic  
-Canadian, etc.  
pacific  
uranic  
*rest also one word*  
transit  
man  
#time  
trap  
ball  
door  
fall  
#hatch  
light  
line  
maker  
making  
#nest  
-nester  
rock

**trap—con.**

shoot  
shooter  
shooting  
stick  
trashrack  
travel  
-bent (u.m.)  
book  
time  
-tired (u.m.)  
way  
-worn (u.m.)

**trawl**

boat  
net

**tray**

#cloth  
maker

**tread**

board  
mill  
wheel

**treasure**

-filled (u.m.)  
#house  
-laden (u.m.)  
#ship  
#trove

**treaty**

bound  
breaker  
breaking  
maker  
making  
-sealed (u.m.)

**tree**

#belt  
-clad (u.m.)  
fish  
#frog  
holder  
hopper  
house  
#line  
-lined (u.m.)  
maker  
making  
man  
nail  
-ripe (u.m.)  
scape  
#toad  
top  
#trunk

**trellis**

-covered (u.m.)

**work****trench**

back  
board  
coat  
#fever  
foot  
#knife  
mouth  
#prow  
-prowed (u.m.)  
-prowing (u.m.)  
#warfare

**treasle**

board  
#bridge  
tree

**work****tri (c.f.)**

-iodide  
-ply (u.m.)  
state, etc.  
*rest one word*

**tribes**

man  
people

**tribo (c.f.)**

*all one word*

**tricho (c.f.)**

*all one word*

**trick**

proof  
work

<b>trilm</b> -cut (u.m.) -dressed (u.m.) -looking (u.m.) stone <b>trinitro</b> (c.f.) <i>all one word</i> <b>trip</b> -free (u.m.) #gear hammer #rate sill wire tripestone triple -acting (u.m.) back (sofa) branched (u.m.) -edged (u.m.) fold #play tail (fish) -tailed (u.m.) tree (n.) <b>trolley</b> #bus #car #line maker man <b>troop</b> ship #train <b>tropho</b> (c.f.) <i>all one word</i> <b>tropo</b> (c.f.) <i>all one word</i> <b>trouble</b> -free (u.m.) -haunted (u.m.) maker making man proof shooter shooting some <b>trough</b> room way <b>trout</b> bird -colored (u.m.) -famous (u.m.) fly #stream <b>trowel</b> beak (bird) man <b>truce</b> breaker breaking maker making -seeking (u.m.) <b>truck</b> borne (u.m.) driver #farm line load man -mile owner step #tractor #trailer way <b>true</b> -aimed (u.m.) #bill -blue (u.m.) born bred -eyed (u.m.) -false hearted love (n., u.m.)	<b>true-con.</b> penny (n.) #time <b>trundle</b> #bed head <b>trunk</b> back fish line maker nose room #steamer way <b>truss</b> #beam bound maker making work <b>trust</b> -breaking buster busting -controlled (u.m.) maker man -ridden (u.m.) woman worthy <b>truth</b> -filled (u.m.) lover seeker -seeking (u.m.) teller telling <b>try</b> house -on (n., u.m.) out (n., u.m.) pot sail square works <b>tub</b> #butter fast fish maker making man -shaped (u.m.) #thumper <b>tube</b> -eyed (u.m.) -fed (u.m.) form (u.m.) head hearted maker making man -nosed (u.m.) #plate #sheet smith work works <b>tuberculo</b> (c.f.) <i>all one word</i> <b>tubo</b> (c.f.) -ovarian <i>rest one word</i> <b>tuft</b> hunter hunting <b>tug</b> boat boatman #of #war <b>tulip</b> #bed grower -growing (u.m.) #mold #root wood	<b>tumble</b> bug down (n., u.m.) <b>tuna</b> fish #oil <b>tune</b> maker making out (n., u.m.) up (n., u.m.) <b>tunnel</b> -boring (u.m.) maker making man -shaped (u.m.) way <b>turbo</b> (c.f.) -ramjet (u.m.) <i>rest one word</i> <b>turf</b> bound -built (u.m.) -clad (u.m.) -covered (u.m.) man <b>turkey</b> back #buzzard #gobbler -red (u.m.) -rot <b>Turko</b> (c.f.) -Greek, etc. <i>rest one word</i> <b>turn</b> about (n., u.m.) about-face again (n., u.m.) around (n., u.m.) back (n., u.m.) buckle cap coat cock down (n., u.m.) gate -in (n., u.m.) key off (n., u.m.) out (n., u.m.) over (n., u.m.) penny pike pin plate plow round (n., u.m.) row screw server sheet skin sole spit stille stitch stone (bird) table tail -to (n.) under (n., u.m.) up (n., u.m.) wrest <b>turned</b> -back (u.m.) -down (u.m.) -in (u.m.) -on (u.m.) -out (u.m.) -over (u.m.) turner-off <b>turret</b> #deck #gun head #ship	<b>turtle</b> back dove -footed (u.m.) neck (u.m.) #shell stone <b>twelve</b> fold month penny (nail) score <b>twenty</b> -first fold leaf -one penny (nail) <b>twice</b> -born (u.m.) -reviewed (u.m.) -told (u.m.) <b>twin</b> #boat born -engined (u.m.) fold -jet (u.m.) -motor (u.m.) -screw (u.m.) #ship <b>twine</b> bound -colored (u.m.) cutter holder maker making #spinner <b>two</b> -a-day (u.m.) -along (bookblind- ing) (n.) -decker -faced (u.m.) fold -handed (u.m.) penny (nail) -piece (u.m.) -ply (u.m.) score -seater some -spot -step (dance) -striper -suiiter -thirdier -up (n., u.m.) -way (u.m.) -wheeler <b>tympano</b> (c.f.) <i>all one word</i> <b>type</b> case cast easter casting cutter cutting face founder foundry #genus -high (u.m.) holder #metal #page script set setter setting write (v.) writer writing written	<b>typho</b> (c.f.) <i>all one word</i> <b>typo</b> (c.f.) <i>all one word</i> <b>tyro</b> (c.f.) <i>all one word</i> <b>U-boat</b> <b>U</b> -cut -magnet -rail -shaped -tube <b>ultra</b> (pref.) -a m b i t i o u s , -atomic, etc. -English, etc. high #frequency -high-speed (u.m.) #valorom, #vires, etc. <i>rest one word</i> <b>un</b> (pref.) -American, etc. called-for (u.m.) heard-of (u.m.) -lonized (u.m.) self-conscious sent-for (u.m.) thought-of (u.m.) thought-on (u.m.) <i>rest one word</i> <b>under</b> age (deficit) age (younger) (n., u.m.) #contract coverman #cultivation (till- age) cultivation (insuf- ficient) (pref.) #oath #obligation #orders #secretary -secretaryship #suspicion way <i>as prefix, one word</i> <b>uni</b> (c.f.) -univalent <i>rest one word</i> <b>union</b> #card -made (u.m.) man #shop <b>unit</b> #fraction #price -set (u.m.) <b>up</b> along (adv.) -anchor (u.m., v.) -and-coming (u.m.) #and #up beat bow coast country end (v.) grade gradient keep lift lock #oars -over (u.m.) patient rate river stairs state stream street swing
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**up—con.**

take  
tight (n., u.m.)  
#tight (v.)  
-to-date (u.m.)  
town  
trend  
turn  
wind

**upper**

case (printing)  
cased (printing)  
#class  
classman  
crust (n., u.m.)  
cut  
#deck  
#grade  
#hand  
handism  
most  
#world

**urano (c.f.)**

*all one word*

**uretero (c.f.)**

*all one word*

**urethro (c.f.)**

*all one word*

**uro (c.f.)**

*all one word*

**used-car (u.m.)****utero (c.f.)**

*all one word*

**V**

-boat

-man

**V**

-connection

-curve

-engine

-neck

-shaped

-type

**vacant**

-eyed (u.m.)

hearted

-looking (u.m.)

-minded (u.m.)

**vagino (c.f.)**

*all one word*

**vain**

glorious

glory

**valley**

#bottom

#train

**valve**

#gear

-grinding (u.m.)

-in-head (u.m.)

man

**van**

driver

guard

load

man

most

ward

**vapor**

#bath

-filled (u.m.)

-heating (u.m.)

tight

**vase**

maker

making

-shaped (u.m.)

work

**vaseo (c.f.)**

*all one word*

**vai**

maker

making

man

#net

**vegeto (c.f.)**

*all one word*

**vein**

banding

-mining (u.m.)

#quartz

stone

-streaked (u.m.)

wise

work

**vellum**

-bound (u.m.)

#cloth

-covered (u.m.)

**velvet**

breast (bird)

-crimson (u.m.)

-draped (u.m.)

#finish

-green (u.m.)

hearted

maker

making

-pile (u.m.)

work

**vent**

#drill

hole

**ventri (c.f.)**

*all one word*

**ventro (c.f.)**

*all one word*

**verse**

-commemorated

(u.m.)

craft

maker

making

man

monger

mongering

smith

**vertebro (c.f.)**

*all one word*

**vesico (c.f.)**

*all one word*

**vibro (c.f.)**

*all one word*

**vice**

#admiral

-admiralty

#consul

-consulate

-consulship

gerency

gerent

#governor

-governorship

#minister

-ministry

-presidency

#president

-president-elect

-presidential

#rector

-rectorship

regal

-regency

#regent

royal

royalty

#versa

#warden

-wardenship

**video**

genic

#tape

Vietcong

**view**

#angle

finder

point

**vile**

hearted

-natured (u.m.)

**vine**

-clad (u.m.)

-covered (u.m.)

dresser

grower

growing

land

**vine—con.**

stalk

yard

**vinegar**

-flavored (u.m.)

-hearted (u.m.)

maker

-making (u.m.)

-tart (u.m.)

**violet**

-blue (u.m.)

-colored (u.m.)

-ear (bird)

-eared (u.m.)

#ray

-rayed (u.m.)

#water

wood

**violin**

#case

maker

making

-shaped (u.m.)

**viper**

fish

-headed (u.m.)

**virtue**

-armed (u.m.)

proof

wise

**viscero (c.f.)**

*all one word*

**vitreo (c.f.)**

*all one word*

**vitro (c.f.)**

-clarain

-di-trina

*rest one word*

**vivi (c.f.)**

*all one word*

**volley**

ball

#fire

**volt**

ammeter

-ampere

-coulomb

meter

ohmmeter

-second

**volta (c.f.)**

*all one word*

**vote**

-casting (u.m.)

getter

-getting (u.m.)

monger

**vow**

-bound (u.m.)

breaker

breaking

maker

-pledged (u.m.)

**valvo (c.f.)**

*all one word*

**W**

-engine

-shaped

-type

W-surface

**wafer**

#cutter

maker

making

#sheet

work

**wag**

beard

tail

tongue

wit

**wage**

#earner

-earning (u.m.)

#scale

work

**wage—con.**

worker

working

**wagon**

-headed (u.m.)

load

maker

making

man

master

smith

#train

way

wayman

work

wright

yard

**waist**

band

belt

cloth

coat

coated

coating

-deep (u.m.)

-high (u.m.)

line

waiting

#list

#man

#period

#room

#woman

**walk**

around (n., u.m.)

away (n., u.m.)

-on (n., u.m.)

out (n., u.m.)

over (n., u.m.)

up (n., u.m.)

way

walkie-talkie

**wall**

bird

board

bound

eye (n.)

eyed

flower

girt

-like

-painting (u.m.)

paper

papering

piece

plate

-sided (u.m.)

work

**walled**

-in (u.m.)

-up (u.m.)

**war**

bird

book

**watch—con.**

boat  
box  
case  
#chain  
cry  
dog  
-free (u.m.)  
glass  
#hand  
house  
keeper  
maker  
making  
man  
mate  
#spring  
tower  
woman  
word  
work  
**water**  
bag  
ballage  
bank  
bearer  
-bearing (u.m.)  
-beaten (u.m.)  
-bind (v.)  
blink  
#blister  
bloom  
board  
#body  
bok  
borne  
#bottle  
bound  
boy  
buck  
chat (bird)  
#closet  
color  
-colored (u.m.)  
-cool (v.)  
-cooled (u.m.)  
#cooler  
course  
craft  
#cure  
doe  
dog  
-drinking (u.m.)  
drop  
fall  
-filled (u.m.)  
finder  
flood  
flow  
fog  
fowl  
-free (u.m.)  
front  
#gaze  
gate  
head  
hole  
horse  
house  
-inch  
#jacket  
-laden (u.m.)  
lane  
leaf  
leave  
#level  
line  
-lined (u.m.)  
load  
locked  
log  
logged  
logger  
logging  
#main  
man  
mark  
master  
melon  
meter

**water—con.**

phone  
plane  
plant  
pot  
power  
proof  
proofed  
proofster  
proofing  
quake  
-rot (v.)  
scape  
shed  
shoot  
sick  
side  
skin  
#snake  
-soak (v.)  
-soaked (u.m.)  
-soaking (u.m.)  
-soluble (u.m.)  
spout  
stain  
stained  
#table  
tight  
tightness  
#tower  
#tube  
#wagon  
wall  
#wave  
way  
#wheel  
wise  
work  
worker  
works  
worn  
**watt**  
-hour  
meter  
-second  
**wattle**  
bird  
work  
**wave**  
#antenna  
-cut (u.m.)  
form  
guide  
-lashed (u.m.)  
length  
line  
making  
mark  
meter  
-moist (u.m.)  
-on (n., u.m.)  
off (n., u.m.)  
#rule (printing)  
-swept (u.m.)  
-worn (u.m.)  
**wax**  
bill  
-billed (u.m.)  
bird  
chandler  
cloth  
-coated (u.m.)  
-headed (u.m.)  
hearted  
maker  
making  
man  
#paper  
#stone  
work  
worker  
working  
worm  
-yellow (u.m.)  
**way**  
back (n., u.m.)  
beam  
bill  
book  
#car

**way—con.**

down (n., u.m.)  
farer  
faring  
fellow  
#freight  
going  
house  
laid  
lay  
layer  
laying  
leave  
maker  
man  
mark  
mate  
post  
side  
-sore (u.m.)  
#train  
-up (n., u.m.)  
ward  
-wearied (u.m.)  
-weary (u.m.)  
wise  
worn  
**weak**  
-backed (u.m.)  
brained  
-eyed (u.m.)  
fish  
handed  
headed  
hearted  
-knead (u.m.)  
minded  
mouthed  
#side  
#sister  
**wealth**  
maker  
making  
monger  
-producing (u.m.)  
-proud (u.m.)  
**weapon**  
maker  
making  
proof  
**weasel**  
-faced (u.m.)  
skin  
-worded (u.m.)  
#words  
**weather**  
beaten  
blown  
board  
boarding  
-borne (u.m.)  
bound  
break  
cock  
#eye  
fish  
#gaze  
glass  
going  
-hardened (u.m.)  
#house  
maker  
making  
man  
#map  
-marked (u.m.)  
most  
proof  
proofed  
proofing  
-stain (v.)  
strip  
-stripped (u.m.)  
-stripping (u.m.)  
tight  
wise  
worn  
weaveroom  
**web**  
-fingered (u.m.)

**web—con.**

foot  
-footed (u.m.)  
maker  
making  
#press  
work  
**wedge**  
bill  
-billed (u.m.)  
like  
-shaped (u.m.)  
wise  
**weed**  
-choked (u.m.)  
-hidden (u.m.)  
hook  
killer  
killing  
**week**  
day  
end  
-ender  
-ending (u.m.)  
long (u.m.)  
-old (u.m.)  
work  
**weigh**  
bridge  
bridgeman  
house  
-in (n., u.m.)  
lock  
man  
master  
out (n., u.m.)  
shaft  
**well**  
-being (n.)  
-beloved (u.m.)  
-born (u.m.)  
-bound (u.m.)  
-bred (u.m.)  
-clad (u.m.)  
curb  
-deserving (u.m.)  
-doer  
-doing (n., u.m.)  
-drained (u.m.)  
-drilling (u.m.)  
#field  
-grown (u.m.)  
head  
-headed (u.m.)  
hole  
house  
-informed (u.m.)  
-known (u.m.)  
-looking (u.m.)  
maker  
making  
man  
-meaner  
-nigh (u.m.)  
-off (u.m.)  
-read (u.m.)  
-set-up (u.m.)  
-settled (u.m.)  
side  
-spoken (u.m.)  
spring  
stead  
-thought-of (u.m.)  
-thought-out  
(u.m.)  
-to-do (u.m.)  
-wisher  
-wishing (u.m.)  
-worn (u.m.)  
yard  
**welt**  
geist  
politik  
schmerz  
#seam  
welterweight  
**were**  
-animal  
-ass  
bear

**were—con.**

calf  
folk  
wolf  
**west**  
bound  
-central (u.m.)  
#end  
-faced (u.m.)  
going  
land  
most  
-northwest  
#side  
-sider  
ward  
**wet**  
back  
bird (finch)  
#bulb  
-cheeked (u.m.)  
-clean (v.)  
land  
-nurse (v.)  
pack  
wash  
**whale**  
back  
-backed (u.m.)  
bird  
boat  
bone  
boned  
-built (u.m.)  
head (bird)  
-headed (u.m.)  
like  
man  
-mouthed (u.m.)  
#oil  
ship  
**wharf**  
#boat  
hand  
head  
holder  
land  
man  
master  
owner  
#rat  
side  
worker  
**what**  
abouts (n.)  
ever  
-is-it (n.)  
not (n.)  
soever  
-you-may-call-it  
(n.)  
**wheat**  
bird  
cake  
-colored (u.m.)  
ear  
eared  
-fed (u.m.)  
field  
grower  
land  
#pest  
-rich (u.m.)  
#rust  
stalk  
**wheel**  
band  
barrow  
base  
bird  
box  
chair  
-cut (u.m.)  
going  
horse (nonliteral)  
house  
#load  
-made (u.m.)  
maker

**wheel—con.**

making  
man  
plate  
power  
race  
road  
#scraper  
smith  
spin  
stitch  
way  
work  
-worn (u.m.)  
wright  
**when**  
abouts (n.)  
ever  
-issued (u.m.)  
soever  
whencesoever  
**where**  
abouts  
after  
as  
at  
by  
for  
fore  
from  
in  
insoever  
into  
of  
on  
over  
soever  
through  
to  
under  
upon  
with  
withal  
wherever  
**whet**  
#slate  
stone  
**why**  
beard  
-bearded (u.m.)  
face  
faced  
**which**  
ever  
soever  
whiffetree  
**whip**  
bird  
cord  
crack  
cracker  
craft  
-graft (v.)  
#hand  
lash  
maker  
making  
man  
-marked (u.m.)  
post  
saw  
sawed  
sawing  
sawyer  
-shaped (u.m.)  
#snake  
socket  
staff  
stalk  
stall  
stick  
stitch  
stock  
tail  
-tailed (u.m.)  
-tom-kelly (bird)  
**whipper**  
-in  
snapper  
tail

**whirl**

about (n., u.m.)  
blast  
#drill  
pool  
-shaped (u.m.)  
wig  
wind  
whirlybird  
**whisk**  
broom  
#tail  
whistlestop  
**white**  
back  
bait (fish)  
beard (n.)  
belly  
bill  
bird  
#book (diplomatic)  
cap (n.)  
capper  
coat (n.)  
-collar (u.m.)  
-collared (u.m.)  
comb (n.)  
corn  
#count  
-ear (bird)  
-eared (u.m.)  
-eye (bird)  
-eyed (u.m.)  
face  
-faced (u.m.)  
fish  
#flag  
foot (n.)  
-footed (u.m.)  
#gold  
#goods  
handed  
-hard (u.m.)  
head  
-headed (u.m.)  
#heat  
-hot (u.m.)  
#lead  
#lie  
like  
#line  
minded  
out (u.m., v.)  
pot  
rump (bird)  
#slave  
smith  
stone (mineral)  
tail  
-tailed (u.m.)  
throat (bird)  
-throated (u.m.)  
tip  
top (n.)  
vein  
ware  
wash  
washed  
washer  
washing  
way  
wing  
**who**  
ever  
so  
soever  
**whole**  
-headed (u.m.)  
hearted  
#hog  
-hogger  
sale  
saler  
-skinned (u.m.)  
some  
-souled (u.m.)  
-spirited (u.m.)  
#stitch  
#works

**whom**

so  
soever  
whooping #cough  
**wicker**  
ware  
work  
-woven (u.m.)  
**wicket**  
keeper  
keeping  
**wide**  
-angle (u.m.)  
-awake (u.m.)  
#gag  
-handed (u.m.)  
hearted  
mouthed  
-open (u.m.)  
spread  
-spreading (u.m.)  
work  
**widow**  
#bird  
hood  
maker  
man  
**width**  
way  
wise  
**wife**  
bound  
hood  
killer  
-ridden (u.m.)  
**wig**  
maker  
making  
tail  
wag  
wagger  
**wild**  
#boar  
cat (n.)  
catter  
-eyed (u.m.)  
fire  
fowl  
-grown (u.m.)  
#land  
life  
#man  
wind  
wood  
**will**  
-less  
maker  
making  
-o'-the-wisp  
power  
-strong (u.m.)  
willinghearted  
**willow**  
-grown (u.m.)  
like  
-shaded (u.m.)  
ware  
**wilt**  
#disease  
-resistant (u.m.)  
**wind**  
down (n., u.m.)  
up (n., u.m.)  
**wind**  
bag  
bagged  
bagger  
ball  
blown  
borne  
bound  
brace  
bracing  
break  
breaker  
breaking  
broach  
broken  
burn  
catcher

**wind—con.**

-chapped (u.m.)  
chill  
clothes  
#cloud  
#cone  
#drift  
fall  
fallen  
fast  
-fertilized (u.m.)  
firm  
fish  
flow  
#force  
gall  
-galled (u.m.)  
#gag  
hole  
house  
-hungry (u.m.)  
jammer  
jamming  
lass  
line  
load  
mill  
pipe  
-pollinated (u.m.)  
power  
proof  
#puff  
#pump  
-rode (u.m.)  
row  
screen  
-shaken (u.m.)  
shield  
shock  
side  
sleeve  
sock  
speed  
stop  
storm  
stream  
sucker  
sucking  
swept  
throw  
tight  
#tunnel  
ward  
way  
worn  
**winder**  
-on  
#rod  
**window**  
breaker  
-breaking (u.m.)  
#cleaner  
-cleaning (u.m.)  
#dresser  
-dressing (u.m.)  
#glass  
maker  
making  
man  
pane  
peeper  
#shade  
-shop (v.)  
#shopper  
-shopping (u.m.)  
sill  
#work  
**wine**  
bag  
ball  
bibber  
bibbing  
-black (u.m.)  
#cask  
-colored (u.m.)  
conner  
-drinking (u.m.)  
glass  
glassful  
grower

**wine—con.**

growing  
-hardy (u.m.)  
house  
maker  
making  
pot  
#press  
-red (u.m.)  
seller  
shop  
skin  
taster  
tester  
vat  
wise  
**wing**  
band  
bar  
#bay  
beat  
bolt  
bone  
borne  
bow  
#car  
#case  
#cell  
#chair  
#collar  
cut  
#dam  
#deck  
fish  
#flap  
-footed (u.m.)  
handed  
-heavy (u.m.)  
#jam  
load  
-loading (u.m.)  
-loose (u.m.)  
man  
mate  
#net  
nut  
over (n., u.m.)  
#pad  
piece  
#plow  
power  
#rail  
#sac  
#screw  
seed  
-shaped (u.m.)  
#shell  
-shot (u.m.)  
#slot  
span  
spread  
stub  
-swift (u.m.)  
#tie  
tip  
top  
walker  
wall  
-weary (u.m.)  
wide  
**winter**  
-beaten (u.m.)  
bound  
-clad (u.m.)  
-fallow (v.)  
-fed (u.m.)  
feed  
#green (color)  
green (plant, etc.)  
#hardiness  
-hardy (u.m.)  
kill  
killed  
killing  
-made (u.m.)  
#oats  
proof  
#rye  
-sown (u.m.)  
tide



<b>winter—con.</b> time #wheat -worn (u.m.)	<b>wither</b> band tip -wrung (u.m.)	<b>wood—con.</b> #tick turner -turning (u.m.) wall (bird) -walled (u.m.) wind (music) work worker working yard	<b>work—con.</b> bench book box card #cure day -driven (u.m.) fellow flow folk #force girl hand -hardened (u.m.) horse -hour (u.m.) house housed life load man manlike manship master #order out (n., u.m.) pan paper people piece place power room sawing sheet shoe shop -shy (n., u.m.) -shyness site slip #song space spacing -stained (u.m.) stand stone stream table time up (n., u.m.) ways -weary (u.m.) week wise woman worn yard <b>working</b> #day #load man #room woman <b>world</b> beater beating -conscious (u.m.) #consciousness #line maker making #power proof quake -self -weary (u.m.) wide wise <b>worm</b> -eaten (u.m.) -eating (u.m.) #gear hole holed proof -riddled (u.m.) -ripe (u.m.) seed	<b>worm—con.</b> shaft #wheel wood <b>worn</b> down (u.m.) out (u.m.) outness worrywart <b>worth</b> while (n., u.m.) #while (adv.) whiteness <b>wrap</b> around (n., u.m.) -up (n., u.m.) <b>wreath</b> -crowned (u.m.) maker making work <b>wreck</b> #buoy fish -free (u.m.) master <b>wring</b> bolt staff <b>wrist</b> band bone drop fall lock pin plate -watch work <b>write</b> back (n., u.m.) -in (n., u.m.) off (n., u.m.) up (n., u.m.) <b>writing</b> #desk #room <b>wrong</b> doer doing -ended (u.m.) #font headed hearted -minded (u.m.) -thinking (u.m.) <b>wrought</b> #iron -up (u.m.) <b>wry</b> bill -billed (u.m.) -faced (u.m.) -looking (u.m.) mouth (fish) -mouthed (u.m.) neck -set (u.m.) tail (bird)
<b>winter—con.</b> time #wheat -worn (u.m.)	<b>wither</b> band tip -wrung (u.m.)	<b>wood—con.</b> #tick turner -turning (u.m.) wall (bird) -walled (u.m.) wind (music) work worker working yard	<b>work—con.</b> bench book box card #cure day -driven (u.m.) fellow flow folk #force girl hand -hardened (u.m.) horse -hour (u.m.) house housed life load man manlike manship master #order out (n., u.m.) pan paper people piece place power room sawing sheet shoe shop -shy (n., u.m.) -shyness site slip #song space spacing -stained (u.m.) stand stone stream table time up (n., u.m.) ways -weary (u.m.) week wise woman worn yard <b>working</b> #day #load man #room woman <b>world</b> beater beating -conscious (u.m.) #consciousness #line maker making #power proof quake -self -weary (u.m.) wide wise <b>worm</b> -eaten (u.m.) -eating (u.m.) #gear hole holed proof -riddled (u.m.) -ripe (u.m.) seed	<b>worm—con.</b> shaft #wheel wood <b>worn</b> down (u.m.) out (u.m.) outness worrywart <b>worth</b> while (n., u.m.) #while (adv.) whiteness <b>wrap</b> around (n., u.m.) -up (n., u.m.) <b>wreath</b> -crowned (u.m.) maker making work <b>wreck</b> #buoy fish -free (u.m.) master <b>wring</b> bolt staff <b>wrist</b> band bone drop fall lock pin plate -watch work <b>write</b> back (n., u.m.) -in (n., u.m.) off (n., u.m.) up (n., u.m.) <b>writing</b> #desk #room <b>wrong</b> doer doing -ended (u.m.) #font headed hearted -minded (u.m.) -thinking (u.m.) <b>wrought</b> #iron -up (u.m.) <b>wry</b> bill -billed (u.m.) -faced (u.m.) -looking (u.m.) mouth (fish) -mouthed (u.m.) neck -set (u.m.) tail (bird)
<b>winter—con.</b> time #wheat -worn (u.m.)	<b>wither</b> band tip -wrung (u.m.)	<b>wood—con.</b> #tick turner -turning (u.m.) wall (bird) -walled (u.m.) wind (music) work worker working yard	<b>work—con.</b> bench book box card #cure day -driven (u.m.) fellow flow folk #force girl hand -hardened (u.m.) horse -hour (u.m.) house housed life load man manlike manship master #order out (n., u.m.) pan paper people piece place power room sawing sheet shoe shop -shy (n., u.m.) -shyness site slip #song space spacing -stained (u.m.) stand stone stream table time up (n., u.m.) ways -weary (u.m.) week wise woman worn yard <b>working</b> #day #load man #room woman <b>world</b> beater beating -conscious (u.m.) #consciousness #line maker making #power proof quake -self -weary (u.m.) wide wise <b>worm</b> -eaten (u.m.) -eating (u.m.) #gear hole holed proof -riddled (u.m.) -ripe (u.m.) seed	<b>worm—con.</b> shaft #wheel wood <b>worn</b> down (u.m.) out (u.m.) outness worrywart <b>worth</b> while (n., u.m.) #while (adv.) whiteness <b>wrap</b> around (n., u.m.) -up (n., u.m.) <b>wreath</b> -crowned (u.m.) maker making work <b>wreck</b> #buoy fish -free (u.m.) master <b>wring</b> bolt staff <b>wrist</b> band bone drop fall lock pin plate -watch work <b>write</b> back (n., u.m.) -in (n., u.m.) off (n., u.m.) up (n., u.m.) <b>writing</b> #desk #room <b>wrong</b> doer doing -ended (u.m.) #font headed hearted -minded (u.m.) -thinking (u.m.) <b>wrought</b> #iron -up (u.m.) <b>wry</b> bill -billed (u.m.) -faced (u.m.) -looking (u.m.) mouth (fish) -mouthed (u.m.) neck -set (u.m.) tail (bird)
<b>winter—con.</b> time #wheat -worn (u.m.)	<b>wither</b> band tip -wrung (u.m.)	<b>wood—con.</b> #tick turner -turning (u.m.) wall (bird) -walled (u.m.) wind (music) work worker working yard	<b>work—con.</b> bench book box card #cure day -driven (u.m.) fellow flow folk #force girl hand -hardened (u.m.) horse -hour (u.m.) house housed life load man manlike manship master #order out (n., u.m.) pan paper people piece place power room sawing sheet shoe shop -shy (n., u.m.) -shyness site slip #song space spacing -stained (u.m.) stand stone stream table time up (n., u.m.) ways -weary (u.m.) week wise woman worn yard <b>working</b> #day #load man #room woman <b>world</b> beater beating -conscious (u.m.) #consciousness #line maker making #power proof quake -self -weary (u.m.) wide wise <b>worm</b> -eaten (u.m.) -eating (u.m.) #gear hole holed proof -riddled (u.m.) -ripe (u.m.) seed	<b>worm—con.</b> shaft #wheel wood <b>worn</b> down (u.m.) out (u.m.) outness worrywart <b>worth</b> while (n., u.m.) #while (adv.) whiteness <b>wrap</b> around (n., u.m.) -up (n., u.m.) <b>wreath</b> -crowned (u.m.) maker making work <b>wreck</b> #buoy fish -free (u.m.) master <b>wring</b> bolt staff <b>wrist</b> band bone drop fall lock pin plate -watch work <b>write</b> back (n., u.m.) -in (n., u.m.) off (n., u.m.) up (n., u.m.) <b>writing</b> #desk #room <b>wrong</b> doer doing -ended (u.m.) #font headed hearted -minded (u.m.) -thinking (u.m.) <b>wrought</b> #iron -up (u.m.) <b>wry</b> bill -billed (u.m.) -faced (u.m.) -looking (u.m.) mouth (fish) -mouthed (u.m.) neck -set (u.m.) tail (bird)

## Y

-joint  
-level  
-shaped  
-track  
-tube  
**yachts**  
man  
woman  
**Yankee**  
-Doodle  
land  
**yard**  
arm  
-deep (u.m.)  
-long (u.m.)  
man  
master  
stick  
-wide (u.m.)  
**yaw**  
meter  
-sighted (u.m.)

## year

bird  
book  
day  
end  
-hour (u.m.)  
long (u.m.)  
-old (u.m.)  
-round (u.m.)  
**yellow**  
back  
-backed (u.m.)  
-bellied (u.m.)  
belly  
#berry  
bill (bird)  
-billed (u.m.)  
bird  
crown (bird)  
#fever  
fin (fish)  
fish  
-green (u.m.)  
hammer (bird)

## yellow--con.

head (bird)  
-headed (u.m.)  
legs (bird)  
#race  
rump (bird)  
tail (fish)  
-tailed (u.m.)  
throat (bird)  
-throated (u.m.)  
top  
ware  
**yes**  
-man  
-no  
**yester**  
day  
year  
**yoke**  
fellow  
mate  
mating  
-toed (u.m.)  
wood

## young

eyed (u.m.)  
-headed (u.m.)  
hearted  
-ladylike  
-looking (u.m.)  
-manlike  
-old  
-womanhood  
**youth**  
like  
tide  
**yule**  
#log  
tide

Z-bar  
Z-chromosome  
**zebra**  
fish  
like

## zero

axial  
#beat  
-dimensional (u.m.)  
gravity  
#hour  
**zig**  
zag  
zagged  
**zinc**  
-coated (u.m.)  
#etching  
-white (u.m.)  
**zoo** (c.f.)  
all one word  
**zoologico** (c.f.)  
all one word  
**zygo** (c.f.)  
all one word  
**zygomatoco** (c.f.)  
-orbital  
rest one word  
**zymo** (c.f.)  
all one word

## 8. PUNCTUATION

**8.1.** Punctuation is a device to clarify the meaning of written or printed language. Well-planned word order requires a minimum of punctuation. The trend toward less punctuation calls for skillful phrasing to avoid ambiguity and to insure exact interpretation. The MANUAL can only offer general rules of text treatment. A rigid design or pattern of punctuation cannot be laid down, except in broad terms. The adopted style, however, must be consistent and be based on sentence structure.

**8.2.** The general principles governing the use of punctuation are (1) that if it does not clarify the text it should be omitted, and (2) that in the choice and placing of punctuation marks the sole aim should be to bring out more clearly the author's thought. Punctuation should aid in reading and prevent misreading.

### Apostrophes and possessives

☆**8.3.** The possessive case of a singular or plural noun not ending in *s* is formed by adding an apostrophe and *s*; the possessive case of a singular or plural noun ending in *s* or with an *s* sound is formed by adding an apostrophe only. (For possessives of italicized nouns, see rule 11.6.)

man's, men's	Corps'	Jesus'
prince's, princes'	hostess', hostesses'	Mars'
Essex's, Essexes'	princess', princesses'	Dumas'
Co.'s, Cos.'	Jones', Joneses'	Schmitz'

**8.4.** In compound nouns, the 's is added to the element nearest the object possessed.

comptroller general's decision  
attorneys general's appointments  
Mr. Brown of New York's motion  
attorney at law's fee  
John White, Jr.'s (no comma) account

**8.5.** Joint possession is indicated by placing an apostrophe on the last element of a series, while individual or alternative possession requires the use of an apostrophe on each element of a series.

soldiers and sailors' home	editor's or proofreader's opinion
Brown & Nelson's store	Roosevelt's or Truman's administration
men's, women's, and children's clothing	Mrs. Smith's and Mrs. Allen's children
St. Michael's Men's Club	the Army's and the Navy's work
	master's and doctor's degrees

**8.6.** In the use of an apostrophe in geographic names, firm names, the names of organizations and institutions, and the titles of books, the authentic form is to be followed. (Note abbreviation of "St." throughout.)

Harpers Ferry; Hells Canyon	Court of St. James's
Masters, Mates & Pilots' Association	St. Peter's Church
Dentists' Supply Co. of New York	St. Elizabeths Hospital
International Ladies' Garment Workers' Union	Johns Hopkins University
Freedmen's Hospital	Hinds' Precedents



8.7. Generally the apostrophe should not be used after names of countries and other organized bodies ending in *s*, or after words more descriptive than possessive (not indicating personal possession), except when plural does not end in *s*.

United States control  
United Nations meeting  
Southern States industries  
Massachusetts laws  
Bureau of Ships report  
Actors Equity Association  
House of Representatives  
session  
Teamsters Union  
Congress attitude

editors handbook  
sirup producers manual  
technicians guide  
teachers college  
merchants exchange  
children's hospital  
Young Men's Christian Association  
*but* Veterans' Administration (in conformity  
with enabling statute) when specifically requested on copy.

8.8. Possessive pronouns do not take an apostrophe.

its

theirs

8.9. Possessive indefinite or impersonal pronouns require an apostrophe.

each other's books  
one's home

someone's pen  
*but* somebody else's proposal

8.10. The singular possessive case is used in such general terms as the following:

arm's length  
author's alterations  
confectioner's sugar  
cow's milk

distiller's grain  
fuller's earth  
miner's inch

printer's ink  
traveler's checks  
writer's cramp

8.11. An apostrophe is used to indicate contractions, the omission of figures or letters (see also "Courtwork," rule 17.34), and the coined plurals of letters, figures, and symbols.

don't                      the 1920's *or* the  
I've                        twenties; *not*  
ne'er                      the '20's *nor*  
it's (it is)                20's  
class of '92               *but* age: in her  
spirit of '76               seventies  
three R's                  4-H-ers

49'ers  
TV'ers  
B.t.u.'s  
OK's  
MC'ing  
YMCA's  
A B C's

a's; ¶'s; 7's  
T's, Y's  
2 by 4's (lumber)  
*but* 10s (yarn and thread)  
4½s (bonds)  
3s (golf)

8.12. The apostrophe is omitted in abbreviations, and also in shortened forms of certain other words.

Danl., *not* Dan'l  
Sgt., *not* Sg't  
phone

coon  
possum  
Frisco

Halloween  
copter  
*but* ma'am

8.13. The plural of spelled-out numbers, of words referred to as words, and of words already containing an apostrophe is formed by adding *s* or *es*; but *'s* is added to indicate the plural of words used as words if the omission of the apostrophe would cause difficulty in reading.

twos  
threes  
sevens  
ands, ifs, and buts

ins and outs  
ups and downs  
whereases and  
wherefores

yeses and noes  
*but* do's and don'ts  
which's and that's

8.14. The possessive case is often used in lieu of an objective phrase even though ownership is not involved.

1 day's labor (labor for 1 day)  
2 hours' traveltime  
a stone's throw  
2 weeks' pay

5 or 10 billion dollars' worth  
for charity's sake  
for pity's sake

8.15. The possessive case is not used in such expressions as the following, in which one noun modifies another.

day labor (labor by the day)  
quartermaster stores

State prison  
State rights

8.16. For euphony, nouns ending in *s* or *ce* and followed by a word beginning with *s* form the possessive by adding an apostrophe only.

for goodness' sake  
Mr. Hughes' service

for old times' sake  
for acquaintance' sake

for conscience' sake

8.17. A possessive noun used in an adjective sense requires the addition of 's.

He is a friend of John's

Stern's is running a sale

8.18. A noun preceding a gerund should be in the possessive case.

in the event of Mary's leaving

the ship's hovering nearby

## Brace

8.19. The brace is used to show the relation of one line or group of lines to another group of lines. The point of the brace is placed toward the fewer number of lines; or if the number of lines is the same, toward the single group. For examples of braces used in tabular matter, see rule 13.36.

Supervision of timber sales.	1-hour jobs	District 1	} 1½ hours' travel.-----	} Sales conducted monthly from May to July.
		District 7		
	2-hour jobs	District 6		
		District 4		
	3-hour jobs	District 2		
		District 3		
		District 5	2 hours' travel.-----	

## Brackets

☆8.20. In transcripts, congressional hearings, testimony in courtwork, etc., brackets, not parentheses, are used to enclose interpolations that are not specifically a part of the original quotation, corrections, explanations, omissions, editorial comments, or a caution that an error is reproduced literally. (For use of parentheses, see rule 8.96.)

He came on the 3d [2d] of July.

Our conference [lasted] 2 hours.

The general [Washington] ordered him to leave.

The paper was as follows [reads]:

I do not know. [Continues reading:]

[Chorus of "Mr. Chairman."]

They fooled only themselves. [Laughter.]

Our party will always serve the people [applause] in spite of the opposition [loud applause]. (If more than one bracketed interpolation, both are included within the sentence.)

The WITNESS. He did it that way [indicating].

Q. Do you know these men [handing witness a list]?

The bill had *not* been paid. [Italic added.] or [Emphasis added.]

The statue [sic] was on the statute books.

The WITNESS. This matter is classified. [Deleted.]

[Deleted.]

Mr. JONES. Hold up your hands. [Show of hands.]

Answer [after examining list]. Yes; I do.

Q. [Continuing.]

A. [Reads:]

A. [Interrupting.]

[Discussion off the record.]

[Pause.]

The WITNESS [interrupting]. It is known * * *.  
 Mr. JONES [continuing]. Now let us take the next item.  
 Mr. SMITH [presiding].  
 Mr. JONES [interposing].  
 [The matter referred to is as follows:]  
 The CHAIRMAN [to Mr. Smith].  
 The CHAIRMAN [reading]:  
 Mr. KELLEY [to the chairman]. From 15 to 25 percent.  
 [Objected to.]  
 [Mr. Smith nods.]  
 [Mr. Smith aside.]  
 [Mr. Smith makes further statement off the record.]  
 Mr. JONES [for Mr. Smith].  
 A VOICE FROM AUDIENCE. (Use of caps and small caps in hearings.)  
 SEVERAL VOICES. (Use of caps and small caps in hearings.)

8.21. In bills, contracts, etc., to indicate matter that is to be omitted.

8.22. In mathematics, to denote that enclosed matter is to be treated as a unit. (For examples, see p. 170.)

☆8.23. Where makeup restrictions require, a single bracket is sometimes used to indicate matter overrun into an adjoining blank space above. This is a temporary expedient and does not supersede rules for index style on page 229.

[of all.

Till one man's weakness grows the strength

Argentina: [710

Wireless, regulations of. . . 93, 682, 703,

8.24. When matter in brackets makes more than one paragraph, start each paragraph with a bracket and place the closing bracket at end of last paragraph.

## Colon

*The colon is used—*

8.25. Before a final clause that extends or amplifies preceding matter. (See also rule 8.65.)

Give up conveniences; do not demand special privileges; do not stop work: these are necessary while we are at war.  
 Railroading is not a variety of outdoor sport: it is service.

8.26. To introduce formally any matter which forms a complete sentence, question, or quotation.

The following question came up for discussion: What policy should be adopted?

He said: [if direct quotation of more than a few words follows]. (See also rule 8.37.)

There are three factors, as follows: First, military preparation; second, industrial mobilization; and third, manpower.

8.27. After a salutation.

MY DEAR SIR:  
 Ladies and Gentlemen:  
 To Whom It May Concern:

☆8.28. In expressing clock time.

2:40 p.m.



**8.29.** After introductory lines in lists, tables, and leaderwork, if subentries follow.

Seward Peninsula:

Council district:

Northern Light Mining Co.

Wild Goose Trading Co.

Fairhaven district: Alaska Dredging Association (single subitem runs in).

Seward Peninsula: Council district (single subitem runs in):

Northern Light Mining Co.

Wild Goose Trading Co.

**8.30.** In Biblical and other citations (full space after colon).

Luke 4: 3.

I Corinthians xiii: 13.

Journal of Education 3: 342-358.

**8.31.** In bibliographic references, between place of publication and name of publisher.

Congressional Directory. Washington: U.S. Government Printing Office.

**8.32.** To separate book titles and subtitles.

Financial Aid for College Students: Graduate

Germany Revisited: Education in the Federal Republic

**8.33.** In imprints before the year (en space each side of colon).

U.S. Government Printing Office

Washington : 1966

**8.34.** In proportions.

Concrete mixed 5:3:1 (equal space each side of colon)

but 5-2-1 (when so in copy)

**8.35.** In double colon as ratio sign.

1:2::3:6 (use 9-unit center colon for single colons; thin colons to make double colon, with thin space each side of double colon)

## Comma

*The comma is used—*

**8.36.** To separate two words or figures that might otherwise be misunderstood.

Instead of hundreds, thousands came.

Instead of 20, 50 came.

February 10, 1929.

In 1930, 400 men were dismissed.

To John, Smith was very kind.

What the difficulty is, is not known; *but* he suggested that that committee be appointed.

**8.37.** Before a direct quotation of only a few words following an introductory phrase. (See also rule 8.26.)

He said, "Now or never."

**8.38.** To indicate the omission of a word or words.

Then we had much; now, nothing

**8.39.** After each of a series of coordinate qualifying words.

short, swift streams; *but* short tributary streams

**8.40.** Between introductory modifying phrase and subject modified.

Beset by the enemy, they retreated.

☆8.41. Before and after *Jr.*, *Sr.*, *Esq.*, *Ph. D.*, *F.R.S.*, etc., within a sentence except where possession is indicated (see rule 8.4).

Henry Smith, Jr., chairman  
Peter Johns, F.R.S., London  
Washington, D.C., schools  
Motorola, Inc., factory

Brown, A. H., Jr. (*not* Brown, Jr.,  
A. H.)  
*but* John Smith 2d (*or* II); Smith, John, II  
Mr. Smith, Junior, also spoke (where  
only last name is used)

#### 8.42. To set off parenthetical words, phrases, or clauses.

Mr. Jefferson, who was then Secretary of State, favored the location of the National Capital at Washington.

It must be remembered, however, that the Government had no guarantee. It is obvious, therefore, that this office cannot function.

The atom bomb, which was developed at the Manhattan project, was first used in World War II.

Their high morale might, he suggested, have caused them to put success of the team above the reputation of the college.

The restriction is laid down in title IX, chapter 8, section 15, of the code.

*but:*

The man who fell [restrictive clause] broke his back.

The dam which gave way [restrictive clause] was poorly constructed.

He therefore gave up the search.

#### 8.43. To set off words or phrases in apposition or in contrast.

Mr. Green, the lawyer, spoke for the defense.

Mr. Jones, attorney for the plaintiff, signed the petition.

Mr. Smith, not Mr. Black, was elected.

James Roosevelt, Democrat, of California.

#### 8.44. After each member within a series of three or more words, phrases, letters, or figures used with *and*, *or*, or *nor*.

red, white, and blue

horses, mules, and cattle; *but* horses and mules and cattle

by the bolt, by the yard, or in remnants

a, b, and c

neither snow, rain, nor heat

2 days, 3 hours, and 4 minutes (series); *but* 2 days 3 hours 4 minutes (age)

#### 8.45. Before the conjunction in a compound sentence with an independent clause.

Fish, mollusks, and crustaceans were plentiful in the lakes, and turtles frequented the shores.

The boy went home alone, and his sister remained with the crowd.

#### ☆8.46. After a noun or phrase in direct address.

Senator, will the measure be defeated?

Mr. Chairman, I will reply to the gentleman later.

Yes, sir, he did see it.

No, sir, I do not recall.

#### 8.47. After an interrogative clause, followed by a direct question.

You are sure, are you not?

You will go, will you not?

#### 8.48. Between title of person and name of organization in the absence of the words *of* or *of the*. (See also rule 8.61.)

Chief, Division of Finance  
chairman, Committee on Appropriations  
colonel, 7th Cavalry  
president, Yale University

**8.49.** Inside closing quotation mark. (This is not intended to change existing practice in bills and other legislative work.) (See also rules 8.146-8.147.)

He said "four," not "five."

"Freedom is an inherent right," he insisted.

Items marked "A," "B," and "C," inclusive, were listed.

**8.50.** To separate thousands, millions, etc., in numbers of four or more digits. (See also rule 8.55.)

4,230

50,491

1,250,000

☆**8.51.** After year in complete dates within sentence when used parenthetically.

The reported dates of September 11, 1943, to June 12, 1944, were proved erroneous; *but* production for June 1950 was normal.

*The comma is omitted—*

**8.52.** Before ZIP (zone improvement plan) postal-delivery number.

Government Printing Office, Washington, D.C. 20401

Washington, D.C. 20401, is the * * *

For single lines, see rule 16.1.

**8.53.** Between month and year in dates.

June 1938; 22d of May 1938; February and March 1938; January, February, and March 1938; January 24 A.D. 1938; 15th of June A.D. 1938; 150 B.C.; Labor Day 1966; Easter Sunday 1966; 5 January 1944 (military usage)

**8.54.** Between the name and number of an organization.

Columbia Typographical Union No. 101

General U. S. Grant Post No. 25

**8.55.** In built-up fractions, in decimals, and in serial numbers, except patent numbers.

$\frac{1}{2}$ soo

1.0947

page 2632

Metropolitan 5-9020 (telephone number)

1721-1727 St. Clair Avenue

Executive Order 11242

motor No. 189463

1450 kilocycles; 1100 meters (no comma unless more than four figures radio only)

**8.56.** Between superior figures or letters in footnote references.

Numerous instances may be cited.^{1 2}

Data are based on October production.^{a b}

**8.57.** Between two nouns one of which identifies the other.

The Children's Bureau's booklet "Infant Care" is a bestseller.

**8.58.** Before ampersand (&). (For exception, see rule 15.32.)

Brown, Wilson & Co.

Mine, Mill & Smelter Workers

**8.59.** Before a dash.

**8.60.** In bibliographies, between name of publication and volume or similar number.

American Library Association Bulletin 34: 238, April 1940.



**8.61. Wherever possible without danger of ambiguity.**

\$2 gold

\$2.50 U.S. currency

\$3.50 Mexican

Executive Order No. 21

General Order No. 12; *but* General Orders, No. 12

Public Law 85-1

My age is 30 years 6 months 12 days

John Lewis 2d (*or* II)

Murphy of Illinois; Murphy of New York; *but* Robert C. Byrd, of West Virginia; Byrd of Virginia (duplicate names of Senators or Representatives in U.S. Congress)

Carroll of Carrollton; Henry of Navarre (places closely identified with the persons); *but* John Anstruther, of New York; President Hadley, of Yale University

James Bros. et al.; *but* James Bros., Nelson Co., et al. (last element of series)

**Dash**

*The em dash is used—*

**8.62. To mark a sudden break or abrupt change in thought. (See also rule 8.97.)**

He said—and no one contradicted him—"The battle is lost."

If the bill should pass—which God forbid!—the service will be wrecked.

The auditor—shall we call him a knave or a fool?—approved an inaccurate statement.

**8.63. To indicate an interruption or an unfinished word or sentence. A 2-em dash will be used when the interruption is by a person other than the speaker and a 1-em dash will show self-interruption. (Note that extracts must begin with a true paragraph. Following extracts, 10 point must start as a paragraph, as example shown.)**

"Such an idea can scarcely be——"

"The word 'donation'——"

"The word 'dona——' "

He said: "Give me lib——"

The bill reads "repeal," not "am——"

Q. Did you see——A. No, sir.

Mr. BROWN [reading]:

The report goes on to say that—

Observe this closely—

during the fiscal year * * *

**8.64. Instead of commas or parentheses, if the meaning may thus be clarified.**

These are shore deposits—gravel, sand, and clay—but marine sediments underlie them.

**8.65. Before a final clause that summarizes a series of ideas. (See also rule 8.25.)**

Freedom of speech, freedom of worship, freedom from want, freedom from fear—these are the fundamentals of moral world order.

**8.66. After an introductory phrase reading into the following lines and indicating repetition of such phrase.**

I recommend—

That we accept the rules;

That we also publish them; and

That we submit them for review.

**8.67. With a preceding question mark, in lieu of a colon.**

How can you explain this?—"Fee paid, \$5."

**8.68. To precede a credit line or a run-in credit or signature.**

Still achieving, still pursuing,

Learn to labor and to wait.

—Longfellow.

Every man's work shall be made manifest.—I Corinthians 3: 13.

This statement is open to question.—GERALD H. FORSYTHE.

8.69. After a run-in sidehead. (For examples, see rule 8.112.)

8.70. To separate run-in questions and answers in testimony. (See also rule 17.7.)

Q. Did he go?—A. No.

*The em dash is not used—*

☆8.71. At the beginning of any line of type.

8.72. Immediately after a comma, colon, or semicolon.

*A 3-em dash is used—*

☆8.73. In bibliographies to indicate repetition.

POWELL, JAMES W., Jr., *Hunting in Virginia's lowlands* 1972. 200 pp.  
——— *Fishing off Delmarva*. 1972. 28 pp.

*The en dash is used—*

8.74. In a combination of figures, letters, or figures and letters. (An en dash, not a hyphen, is used, even when such terms are adjective modifiers.) (See also rule 6.44, p. 79.)

exhibit 6–A  
5–20 bonds  
DC–14; *but* Convair 340  
Public Law 85–1, *but* Public Laws 85–1—  
85–20 (note en dash between two  
elements with en dashes)  
301–942–8367 (telephone number includ-  
ing area code)

WTOP–AM–FM–TV  
4–H Club  
LK–66–A(2)–74  
\$15–\$20  
CBS–TV network  
AFL–CIO merger  
*but* ACF–Brill Motors Co.

8.75. In the absence of the word *to* when denoting a period of time. (See also rule 12.9c.)

1935–37

January–June

Monday–Friday

*The en dash is not used—*

8.76. For *to* when the word *from* precedes the first of two related figures or expressions. (See also rules 12.9c and 13.158.)

From January 1 to June 30, 1951; *not* from January 1–June 30, 1951.

8.77. For *and* when the word *between* precedes the first of two related figures or expressions.

Between 1923 and 1929; *not* between 1923–29

## Ellipses

8.78. Three asterisks (preferred form), separated by en quads, are used to denote an ellipsis within a sentence, at the beginning or end of a sentence, or in two or more consecutive sentences (see also rule 8.85). If periods are used instead of asterisks, they are also separated by en quads. To achieve faithful reproduction of excerpt material, editors should indicate placement of terminal period in relation to an ellipsis at the end of a sentence.

He called * * * and left. * * * When he returned the * * *.

* * * called * * * and left. * * * he returned the * * *.

He called * * * and * * *. When he returned the * * *.

He called * * * and * * * he returned the * * *. [Two or more consecutive sentences, including intervening punctuation]

8.79. Three periods may be used to indicate ellipsis; four periods, when sentence is brought to a close.

He called . . . and left. . . . When he returned the . . . .

. . . called . . . and left. . . . he returned the . . . .

He called . . . and . . . . When he returned the . . . .

He called . . . and . . . . he returned the . . . . [Two or more consecutive sentences, including intervening punctuation]

8.80. Neither asterisks nor periods are overrun alone at the end of a paragraph.

8.81. When both asterisks and periods for ellipsis occur in the copy and periods are not specifically requested, use asterisks throughout.

8.82. A line of asterisks (or periods) indicates an omission of one or more entire paragraphs. In 26½-pica or wider measure, a line of "stars" means 7 asterisks indented 2 ems at each end of the line, with the remaining space divided evenly between the asterisks. In measures less than 26½ picas, 5 stars are used. Quotation marks are not used on line of asterisks or periods in quoted matter. Where line of asterisks ends complete quotation, no closing quote is used.

* * * * *

8.83. Indented matter in 26½-pica or wider measure also requires a 7-star line to indicate the omission of one or more entire paragraphs.

8.84. An extra indentation is added in indented matter; except where there are too many varying indentions, then all the asterisks (or periods) have the same alinement.

8.85. If an omission occurs in the last part of a paragraph immediately before a line of stars, three stars are used, in addition to the line of stars, to indicate such an omission.

8.86. If two or more sizes of type are used on a page, 10-point asterisks are indented 2 ems, 8 point and 6 point being alined with the 10-point asterisks.

8.87. Equalize spacing above and below a line of stars.

### Exclamation point

8.88. The exclamation point is used to mark surprise, incredulity, admiration, appeal, or other strong emotion, which may be expressed even in a declarative or interrogative sentence.

He acknowledged the error!

How beautiful!

"Great!" he shouted. [Note omission of comma.]

What!

Who shouted, "All aboard!" [Note omission of question mark.]

8.89. In direct address, either to a person or a personified object, *O* is used without an exclamation point, or other punctuation; but if strong feeling is expressed, an exclamation point is placed at the end of the statement.

O my friend, let us consider this subject impartially.

O Lord, save Thy people!

8.90. In exclamations without direct address or appeal, *oh* is used instead of *O*, and the exclamation point is omitted.

Oh, but the gentleman is mistaken.

Oh dear; the time is so short.



## Hyphen

*The hyphen (a punctuation mark, not an element in the spelling of words) is used—*

**8.91.** To connect the elements of certain compound words. (See "Compound Words," pp. 73–80.)

**8.92.** To indicate continuation of a word divided at end of a line. (See Word Division, supplement to STYLE MANUAL; for brief description of supplement, see p. 2.)

**8.93.** Between the letters of a spelled word.

c-e-n-t-s

h-o-l-d-u-p

**8.94.** To separate elements of chemical formulas. (See rule 6.44.)

*The hyphen, as an element, may be used—*

☆**8.95.** To represent letters deleted or illegible copy.

d - - n

h - ll

Leroy Joseph B - - -

## Parentheses

*Parentheses are used—*

**8.96.** To set off matter not intended to be part of the main statement or not a grammatical element of the sentence, yet important enough to be included. (For use of brackets, see rule 8.20.)

This case (124 U.S. 329) is not relevant.

The result (see fig. 2) is most surprising.

The United States is the principal purchaser (by value) of these exports (23 percent in 1955 and 19 percent in 1956).

**8.97.** To enclose a parenthetical clause where the interruption is too great to be indicated by commas. (See also rule 8.62.)

You can find it neither in French dictionaries (at any rate, not in Littré) nor in English.

**8.98.** To enclose an explanatory word not part of the statement.

the Erie (Pa.) News; *but* the News of Erie, Pa.

Portland (Oreg.) Chamber of Commerce; *but* Washington, D.C., schools.

**8.99.** To enclose letters or numbers designating items in a series, either at beginning of paragraphs or within a paragraph.

The order of delivery will be: (a) Food, (b) clothing, and (c) tents and other housing equipment.

You will observe that the sword is (1) old fashioned, (2) still sharp, and (3) unusually light for its size.

Paragraph 7(B)(1)(a) will be found on page 6. (Note parentheses closed up (see rule 2.9).)

**8.100.** To enclose a figure inserted to confirm a statement given in words if double form is specifically requested. (See also rule 12.18.)

This contract shall be completed in sixty (60) days.

**8.101.** A reference in parentheses at the end of a sentence is placed before the period, unless it is a complete sentence in itself.

The specimen exhibits both phases (pl. 14, A, B).

The individual cavities show great variation. (See pl. 4.)

**8.102.** If a sentence contains more than one parenthetic reference, the one at the end is placed before the period.

This sandstone (see pl. 6) occurs in every county of the State (see pl. 1).

**8.103.** When a figure is followed by a letter in parentheses, no space is used between the figure and the opening parenthesis; but if the letter is not in parentheses and the figure is repeated with each letter, the letter is closed up with the figure.

15(a). Classes, grades, and sizes.

15a. Classes, grades, and sizes.

**8.104.** If both a figure and a letter in parentheses are used before each paragraph, a period and an en space are used after the closing parenthesis; if the figure is not repeated before each letter in parentheses but is used only before the first, the period is placed after the figure.

15(a). When the figure is used before the letter in each paragraph—

15(b). The period is placed after the closing parenthesis.

15. (a) When the figure is used before letter in first paragraph but not repeated with subsequent letters—

(b) The period is used after the figure only.

**8.105.** Note position of period relative to closing parenthesis:

The vending stand sells a variety of items (sandwiches, beverages, cakes, etc.).

The vending stand sells a variety of items (sandwiches, beverages, cakes, etc. (sometimes ice cream)).

The vending stand sells a variety of items. (These include sandwiches, beverages, cakes, etc. (6).)

**8.106.** To enclose bylines in congressional work.

(By Sylvia Porter, staff writer)

**8.107.** When matter in parentheses makes more than one paragraph, start each paragraph with a parenthesis and place the closing parenthesis at end of last paragraph.

## Period

*The period is used—*

**8.108.** After a declarative sentence that is not exclamatory or after an imperative sentence.

Stars are suns.

He was employed by Sampson & Co.

Do not be late.

On with the dance.

**8.109.** After an indirect question or after a question intended as a suggestion and not requiring an answer.

Tell me how he did it.

May we hear from you.

May we ask prompt payment.

**8.110.** In place of parentheses after a letter or number denoting a series.

a. Bread well baked.

b. Meat cooked rare.

c. Cubed apples stewed.

1. Punctuate freely.

2. Compound sparingly.

3. Index thoroughly.

**8.111.** Sometimes to indicate ellipsis. (See rule 8.79.)

## 8.112. After a run-in sidehead.

*Conditional subjunctive.*—The conditional subjunctive is required for all unreal and doubtful conditions.

2. *Peacetime preparation.*—a. The Chairman of the National Security Resources Board, etc.

2. *Peacetime preparation—Industrial mobilization plans.*—The Chairman of the National Security Resources Board, etc.

2. *Peacetime preparation—Industrial mobilization.*—The Chairman of the National Security Resources Board, etc.

62. *Determination of types.*—a. *Statement of characteristics.*—Before types of equipment, etc.

*Steps in planning for procurement.*—(1) *Determination of needs.*—To plan for the procurement of such arms, etc.

62. *Determination of types.*—(a) *Statement of characteristics.*—Before types of, etc.

**DETERMINATION OF TYPES.**—Statement of characteristics.—Before types of, etc.

NOTE.—The source material was furnished.

but Source: U.S. Department of Commerce, Bureau of the Census.

8.113. Paragraphs and subparagraphs may be arranged according to the scheme below. The sequence is not fixed, and variations, in addition to the use of center and side heads or indented paragraphs, may be adopted, depending on the number of parts.

I. (Roman numeral)

(1)

A.

(a)

1.

(i) (lowercase Roman numeral)

a.

(aa)

## 8.114. To separate integers from decimals in a single expression.

3.75 percent

\$3.50

1.25 meters

## 8.115. In continental European languages, to indicate thousands.

1.317

72.190.175

8.116. After abbreviations, unless otherwise specified. (See "Abbreviations," p. 149.)

Apr.

NE.

but in (inch, see rule 9.3)

fig.

N.Y.

m (meter)

Ph. D.

RR.

kc (kilocycle)

8.117. After legends and explanatory matter beneath illustrations. However, legends without descriptive language do not require periods.

FIGURE 1.—Schematic drawing.

FIGURE 1.—Continued.

but FIGURE 1 (no period)

8.118. Rarely, to indicate multiplication. (The multiplication sign is preferable for this purpose.)

$a \cdot b$  ( $a \times b$ )

8.119. After *Article 1*, *Section 1*, etc., at beginning of paragraphs. A period and en space are used after such terms.

*The period is omitted—*

## 8.120. After—

Lines in title pages.

Center, side, and running heads.

Continued lines.

Boxheads of tables.

Scientific, chemical, or other symbols.

This rule does not apply to abbreviation periods.



**8.121.** After a quotation mark that is preceded by a period. (See also rule 8.147.)

He said, "Now or never."

**8.122.** After letters used as names without specific designation.

A said to B that all is well.

Mr. A told Mr. B that the case was closed.

but Mr. A. [for Mr. Andrews]. I do not want to go.

Mr. K. [for Mr. King]. The meeting is adjourned.

**8.123.** After a middle initial which is merely a letter and not an abbreviation of a name.

Daniel D Tompkins      Ross T McIntire      but Harry S. Truman

**8.124.** After a short name which is not an abbreviation of the longer form. (See also rule 9.23.)

Alex

Ed

Sam

**8.125.** After Roman numerals used as ordinals.

King George V

Apollo XII insigne

**8.126.** After words and incomplete statements listed in columns. Full-measure matter is not to be regarded as a column.

**8.127.** After explanatory matter set in 6 point under leaders or rules.

-----  
(Name)                      (Address)                      (Position)

**8.128.** Immediately before leaders, even if an abbreviation precedes the leaders.

## Question mark

*The question mark is used—*

**8.129.** To indicate a direct query, even if not in the form of a question.

Did he do it?

He did what?

Can the money be raised? is the question.

Who asked, "Why?" (Note single question mark)

"Did you hurt yourself, my son?" she asked.

**8.130.** To express more than one query in the same sentence.

Can he do it? or you? or anyone?

**8.131.** To express doubt.

He said the boy was 8(?) feet tall. (No space before question mark)

The statue(?) was on the statute books.

The scientific identification *Dorothia?* was noted.

## Quotation marks

*Quotation marks are used—*

**8.132.** To enclose direct quotations. (Each part of an interrupted quotation begins and ends with quotation marks.)

The answer is "No."

He said, "John said 'No.' "

"John," said Henry, "why do you go?"

**8.133.** To enclose any matter following the terms *entitled, the word, the term, marked, designated, classified, named, endorsed, or signed*; but are not used to enclose expressions following the terms *known as, called, so-called, etc.*, unless such expressions are misnomers or slang.

Congress passed the act entitled "An act * * *."

After the word "treaty," insert a comma.

Of what does the item "Miscellaneous debts" consist?

The column "Imports from foreign countries" was not * * *.

The document will be marked "Exhibit No. 21"; *but* The document may be made exhibit No. 2.

The check was endorsed "John Adamson."

It was signed "John."

Beryllium is known as glucinium in some European countries.

It was called profit and loss.

The so-called investigating body.

**8.134.** To enclose titles of addresses, articles, books, captions, chapter and part headings, editorials, essays, headings, headlines, motion pictures and plays (including TV and radio programs), papers, short poems, reports, songs, subheadings, subjects, and themes. All principal words are to be capitalized. (See also rule 3.52.)

An address on "Uranium-235 in the Atomic Age"

The article "Germany Revisited" appeared in the last issue.

"The Conquest of Mexico," a published work (book)

Under the caption "Long-Term Treasuries Rise"

The subject was discussed in "Courtwork" (chapter heading)

It will be found in "Part XI: Early Thought"

The editorial "Haphazard Budgeting"

"Compensation," by Emerson (essay)

"United States To Appoint Representative to U.N." (heading or headline)

In "Search for Paradise" (motion picture); "South Pacific" (play)

A paper on "Constant-Pressure Combustion" was read

"O Captain! My Captain!" (short poem)

The report "Atomic Energy: What It Means to the Nation"; *but* annual report of the Public Printer

This was followed by the singing of "The Star-Spangled Banner"

Under the subhead, "Sixty Days of Turmoil," will be found * * *

The subject (or theme) of the conference is "Peaceful Uses of Atomic Energy"

*also* Account 5, "Management fees."

Under the heading "Management and Operation."

Under the appropriation "Building of ships, Navy."

**8.135.** If poetry is quoted, each stanza should start with quotation marks, but only the last stanza should end with them. The lines of the poem should range on the left, those that rhyme taking the same indentation, and the quotation marks should be cleared. Poems are centered on the longest line; overs 3 ems; 2 leads between stanzas.

"Danger is not past while despots use

Men as mere creatures, puppets only for  
their needs.

Danger is not past till all can choose

And freely live according to their creeds.

"We cannot claim that our United States

Excels all other ways of life,

While we have slums and gangs and hates,

And headlines scream of racial strife."

—C. H. BLATCHFORD.

NORTH TARRYTOWN.

**8.136.** At the beginning of each paragraph of a quotation, but at the end of the last paragraph only.

**8.137.** To enclose a letter or other communication, which bears both date and signature, within a letter. (See rule 8.142.)

**8.138.** To give greater emphasis to a word or a phrase. (For better typographical appearance and legibility, such use of quotation marks should be kept to a minimum.)

**8.139.** To enclose misnomers, slang expressions, sobriquets, or ordinary words used in an arbitrary way. (See also rule 6.26.)

He voted for the "lameduck" amendment.

His report was "bunk."

It was a "gentlemen's agreement."

The "invisible government" is responsible.

George Herman "Babe" Ruth.

**8.140.** Quotation marks will not be borne off from adjacent characters except when they precede a fraction or an apostrophe or precede or follow a superior figure or letter, in which case a thin space will be used. A thin space will also be used to separate double and single quotation marks.

*Quotation marks are not used—*

**8.141.** To enclose names of newspapers or magazines.

**8.142.** To enclose complete letters having date and signature.

**8.143.** To enclose extracts that are indented or set in smaller type, or solid extracts in leaded matter; but indented matter in text that is already quoted carries quotation marks.

**8.144.** In indirect quotations.

Tell her yes.

He could not say no.

**8.145.** Before a display initial which begins a quoted paragraph.

**8.146.** The comma and the final period will be placed inside the quotation marks. Other punctuation marks should be placed inside the quotation marks only if they are a part of the matter quoted. (See rule 8.49.)

Ruth said, "I think so."

"The President," he said, "will veto the bill."

The trainman shouted, "All aboard!"

Who asked, "Why?"

The President suggests that "an early occasion be sought * * *."

Why call it a "gentlemen's agreement"?

**8.147.** In congressional and certain other classes of work showing amendments, and in courtwork with quoted language, punctuation marks are printed after the quotation marks when not a part of the quoted matter.

Insert the words "growth", "production", and "manufacture".

To be inserted immediately after the words "cadets, U.S. Coast Guard;".

Change "February 1, 1951", to "June 30, 1951".

"Insert in lieu thereof 'July 1, 1953,'."

**8.148.** When occurring together, quotation marks should precede the footnote reference number.

The commissioner claimed that the award was "unjustified."¹

His exact words were: "The facts in the case prove otherwise."²



**8.149.** Quotation marks should be limited, if possible, to three sets (double, single, double).

"The question in the report is, 'Can a person who obtains his certificate of naturalization by fraud be considered a "bona fide" citizen of the United States?'"

## Semicolon

*The semicolon is used—*

☆**8.150.** To separate clauses containing commas. (See also rule 8.153.)

Donald A. Peters, president of the First National Bank, was also a director of New York Central; Harvey D. Jones was a director of Oregon Steel Co. and New York Central; Thomas W. Harrison, chairman of the board of McBride & Co., was also on the board of Oregon Steel Co.

Reptiles, amphibians, and predatory mammals swallow their prey whole or in large pieces, bones included; waterfowl habitually take shellfish entire; and gallinaceous birds are provided with gizzards that grind up the hardest seeds.

*but* Yes, sir, he did see it.  
No, sir, I do not recall.

**8.151.** To separate statements that are too closely related in meaning to be written as separate sentences, and also statements of contrast.

Yes; that is right.  
No; we received one-third.  
It is true in peace; it is true in war.  
War is destructive; peace, constructive.

**8.152.** To set off explanatory abbreviations or words which summarize or explain preceding matter.

The industry is related to groups that produce finished goods; i.e., electrical machinery and transportation equipment.  
There were involved three metal producers; namely, Jones & Laughlin, Armco, and Kennecott.

**8.153.** The semicolon is to be avoided where a comma will suffice.

Regional offices are located in New York, N.Y., Chicago, Ill., and Dallas, Tex.

## Single punctuation

**8.154.** Single punctuation is used wherever possible without ambiguity.

124 U.S. 321 (no comma)  
SIR: (no dash)  
Joseph replied, "It is a worthwhile effort." (no outside period)

## Type

☆**8.155.** Parentheses, brackets, and superior reference figures are always set in roman, not in italic. All other punctuation marks match the type of the words which they adjoin. A lightface dash is used after a run-in boldface sidehead followed by lightface matter. In boldface matter, punctuation, parentheses, brackets, dashes, shilling marks, and fractions are all set in boldface, if available. Lightface brackets, parentheses, or quotation marks shall be used when both boldface and lightface matter are enclosed. (See rule 11.16.)

Charts: C. & G.S. 5101 (N.O. 18320), page 282 (see above); N.O. 93491 (Plan); page 271.



## 9. ABBREVIATIONS

(See also Numerals; Symbols)

**9.1.** Abbreviations are used to save space and to avoid distracting the mind of the reader by a needless spelling out of repetitious words or phrases.

**9.2.** The nature of the publication governs the extent to which abbreviations are used. In text of technical and legal publications, and in parentheses, brackets, footnotes, sidenotes, tables, leaderwork, and bibliographies, many words are frequently abbreviated. Cut-in sideheads, legends, tables of contents, and indexes follow the style of the text.

☆**9.3.** Internal and terminal punctuation in units of measure are to be omitted to conform with practice adopted by scientific, technical, and industrial groups, nationally and internationally. Where omission of terminal punctuation causes confusion; e.g., the abbreviation *in* (inch) for preposition *in*, the abbreviation should be spelled out.

**9.4.** Standard and easily understood forms are preferable, and they should be uniform throughout a job. Abbreviations not generally known should be followed in the text by the spelled-out forms in parentheses the first time they occur; in tables and leaderwork such explanatory matter should be supplied in a footnote. As the printer cannot rewrite the copy, the author should supply these explanatory forms.

**9.5.** In technical matter, abbreviations for units of measure should be used only with figures; similarly, many other abbreviations should not appear in isolation; for example, energy is measured in foot-pounds, *not* energy is measured in ft-lb.

### Capitals, hyphens, periods, and spacing

**9.6.** In general, an abbreviation follows the capitalization and hyphening of the word or words abbreviated. It is followed by a period unless otherwise indicated.

c.o.d.

ft-lb

St.

**9.7.** Abbreviations with points are set without spaces. However, initials of a personal name, or abbreviations composed of contractions and initials or numbers, will retain space.

D.C.

U.S.

U.S.S.R.

U.N.

U.S.C. (*but* Rev. Stat.)

N.Y. (*but* N. Mex.)

r.p.m. (*but* ft. b.m.)

B.S., LL.D. (*but* Ph. D., B. Sc.)

H.R. 116 (*but* S. 116, S. Con.

Res. 116)

C.A.D.C. (*but* App. D.C.)

A. B. Secrest, D.D.S.

A.F. of L.-CIO (*or* AFL-CIO preferred)

A. T. & T.

Texas A. & M.

R. & D.

A.D., B.C.

e.s.t.

i.e., e.g. (*but* op. cit.)

N.Y., N.H. & H. RR.; B. & O.

J. F. K.

L. B. J.



**9.8.** Except as otherwise designated, points and spaces are omitted after initials used as shortened names of governmental agencies and of other organized bodies. "Other organized bodies" shall be interpreted to mean organized bodies which have become popularly identified with a symbol, such as MIT (Massachusetts Institute of Technology), GM (General Motors), GMAC (General Motors Acceptance Corp.), etc. (See rule 9.48.) Symbols, when they appear in copy, may be used for acts of Congress. Example: ARA (Area Redevelopment Act).

MIT  
NLRB  
TVA

AFL-CIO  
ARC  
ASTM

but A.F. of L.-CIO  
A.T. & T.  
U.N.

### Geographic terms

**9.9.** *U.S.* (for United States) will be used when preceding the word *Government* or the name of a Government organization, except in formal writing (treaties, Executive orders, proclamations, etc.); congressional bills; legal citations and courtwork; covers and title pages (unless abbreviation is requested); and in association with name or names of other countries.

U.S. Government  
U.S. Congress  
U.S. Department of Health, Education, and Welfare  
U.S. district court  
U.S. Supreme Court (*but* Supreme Court of the United States)  
U.S. Army (*but* Army of the United States)  
U.S. monitor *Nantucket*  
U.S.-NATO assistance  
U.S.-U.S.S.R. meeting

U.S. Government efforts to control inflation must be successful if the United States is to have a stable economy.

*but* British, French, and United States Governments; United States-British talks

**9.10.** With the exceptions in the above rule, the abbreviation *U.S.* is used in the adjective position, but is spelled out when used as a noun.

U.S. foreign policy  
U.S. farm-support program  
U.S. attorney

*but* Foreign policy of the United States  
United States Code (official title)  
United States Steel Corp. (legal title)

**9.11.** The names of foreign countries, except U.S.S.R. (to avoid too long a name), are not abbreviated.

**9.12.** In other than formal usage, States of the United States (except Alaska, Hawaii, Idaho, Iowa, Maine, Ohio, Utah) and Canal Zone, Puerto Rico, and Virgin Islands are abbreviated immediately following any capitalized geographic term (see p. 46), including armory, arsenal, airbase, airport, barracks, depot, fort, Indian agency, military camp, national cemetery (also forest, historic site, memorial, seashore, monument, park), naval shipyard, proving ground, reservation (forest, Indian, or military), and reserve or station (military or naval).

Richmond, Va.  
Anne Arundel County, Md.  
Mount Rainier National Forest, Wash.  
Stone Mountain, Ga.  
National Naval Medical Center,  
Bethesda, Md.

Arlington National Cemetery, Va.  
Aberdeen Proving Ground, Md.  
Friendship Airport, Md.  
Redstone Arsenal, Ala.  
*but* Leavenworth freight yards, Kansas  
Altoona sidetrack, Wisconsin

☆9.13. Approved (preferred) text forms of State abbreviations:

Ala.	Ga.	Miss.	N.Y.	Va.
Ariz.	Ill.	Mo.	Okla.	V.I.
Ark.	Ind.	Mont.	Oreg.	Vt.
Calif.	Kans.	N.C.	Pa.	Wash.
Colo.	Ky.	N. Dak.	P.R.	Wis.
Conn.	La.	Nebr.	R.I.	W. Va.
C.Z.	Mass.	Nev.	S.C.	Wyo.
D.C.	Md.	N.H.	S. Dak.	
Del.	Mich.	N.J.	Tenn.	
Fla.	Minn.	N. Mex.	Tex.	

If the Postal Service style of two-letter State and Province abbreviations is specifically requested, the following forms will be used:

UNITED STATES		MO	Missouri	WY	Wyoming
AL	Alabama	MT	Montana	CZ	Canal Zone
AK	Alaska	NE	Nebraska	DC	District of Columbia
AZ	Arizona	NV	Nevada	GU	Guam
AR	Arkansas	NH	New Hampshire	PR	Puerto Rico
CA	California	NJ	New Jersey	VI	Virgin Islands
CO	Colorado	NM	New Mexico		
CT	Connecticut	NY	New York		
DE	Delaware	NC	North Carolina		CANADA
FL	Florida	ND	North Dakota	AB	Alberta
GA	Georgia	OH	Ohio	BC	British Columbia
HI	Hawaii	OK	Oklahoma	MB	Manitoba
ID	Idaho	OR	Oregon	NB	New Brunswick
IL	Illinois	PA	Pennsylvania	NF	Newfoundland
IN	Indiana	RI	Rhode Island	NT	Northwest Territories
IA	Iowa	SC	South Carolina	NS	Nova Scotia
KS	Kansas	SD	South Dakota	ON	Ontario
KY	Kentucky	TN	Tennessee	PE	Prince Edward Island
LA	Louisiana	TX	Texas	PQ	Quebec
ME	Maine	UT	Utah	SK	Saskatchewan
MD	Maryland	VT	Vermont	YT	Yukon Territory
MA	Massachusetts	VA	Virginia	LB	Labrador
MI	Michigan	WA	Washington		
MN	Minnesota	WV	West Virginia		
MS	Mississippi	WI	Wisconsin		

9.14. The names of other insular possessions, trust territories, and *Long Island*, *Staten Island*, etc., are not abbreviated except as noted in rule 9.13.

☆9.15. The names of Canadian Provinces and other foreign political subdivisions are not abbreviated except as noted in rule 9.13.

**Addresses.** (For use of numerals in addresses, see rule 12.13.)

☆9.16. The words *street*, *avenue*, *place*, *road*, *square*, *boulevard*, *terrace*, *drive*, *court*, and *building*, following name or number, are abbreviated in footnotes, sidenotes, tables, leaderwork, and lists.

9.17. In addresses, the abbreviations *NW.*, *SW.*, *NE.*, *SE.*, indicating sectional divisions of cities, are used following name or number, but *North*, *South*, *East*, and *West* are spelled out at all times.

9.18. The word *Street* or *Avenue* as part of a name is not abbreviated even in parentheses, footnotes, sidenotes, tables, and leaderwork.

14th Street Bridge

Ninth Avenue Bldg.

9.19. The words *county*, *fort*, *mount*, *point*, and *port* are not abbreviated.

## Descriptions of tracts of land

**9.20.** In the description of tracts of public land the following abbreviations are used (periods are omitted after abbreviated compass directions that immediately precede and close up on figures):

SE $\frac{1}{4}$ NW $\frac{1}{4}$  sec. 4, T. 12 S., R. 15 E., of the Boise meridian  
lot 6, NE $\frac{1}{4}$  sec. 4, T. 6 N., R. 1 W.  
N $\frac{1}{2}$  sec. 20, T. 7 N., R. 2 W., sixth principal meridian  
Tps. 9, 10, 11, and 12 S., Rs. 12 and 13 W.  
T. 2 S., Rs. 8, 9, and 10 E., sec. 26  
T. 3 S., R. 1 E., sec. 34, W $\frac{1}{2}$ E $\frac{1}{2}$ , W $\frac{1}{2}$ , and W $\frac{1}{2}$ SE $\frac{1}{4}$ SE $\frac{1}{4}$   
sec. 32 (with or without a township number)

**9.21.** If fractions are spelled out in land descriptions, *half* and *quarter* are used (not *one-half* nor *one-quarter*).

south half of T. 47 N., R. 64 E.

**9.22.** In case of an unavoidable break in a land-description symbol group at end of a line, use no hyphen and break after fraction.

## Names and titles

**9.23.** The following forms are not always abbreviations, and copy should be followed as to periods:

Al	Ben	Fred	Will
Alex	Ed	Sam	

**9.24.** In signatures the form used by the signer must be retained.

George Wythe	Geo. Taylor
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**9.25.** In company and other formal names, if it is not necessary to preserve the full legal title, the forms *Bro.*, *Bros.*, *Co.*, *Corp.*, *Inc.*, *Ltd.*, and *&* are used. *Association* and *Manufacturing* are not abbreviated.

Radio Corp. of America  
Aluminum Co. of America  
Standard Oil Co. of New Jersey  
Smith & Bro.  
Jones Bros. & Co.  
American Telephone & Telegraph Co.  
Hough Shade Corp.  
Vic Sport Shop, Inc.  
Maryland Steamship Co., Ltd.  
Chesapeake & Delaware Canal  
Fairmount Building & Loan Association  
Electronics Manufacturing Co.  
Texas College of Arts & Industries

National Barrel & Drum Association  
Robert Wilson & Associates, Inc.  
U.S. News & World Report  
Baltimore & Ohio Railroad  
Mine, Mill & Smelter Workers  
*but* Little Theater Company  
Department of Health, Education, and Welfare  
Senate Banking and Currency Committee  
Federal Savings and Loan Insurance Corporation (Federal unit)

**9.26.** *Company* and *Corporation* are not abbreviated in names of Federal Government units.

Panama Railroad Company

Commodity Credit Corporation

**9.27.** In parentheses, footnotes, sidenotes, tables, and leaderwork, abbreviate the words *railroad* and *railway* (*RR.* and *Ry.*), except in such names as "Washington Railway & Electric Co." and "Florida Railroad & Navigation Corp." *SS* for *steamship*, *MS* for *motorship*, etc., preceding name are used at all times. (See rule 11.6.)

**9.28.** In the names of informal companionships the word *and* is spelled out.

Gilbert and Sullivan

Currier and Ives



☆9.29. In other than formal usage, a civil, military, or naval title preceding a name is abbreviated if followed by Christian or given name or initial; but *Mr.*, *Mrs.*, *Ms.*, *M.*, *MM.*, *Messrs.*, *Mlle.*, *Mme.*, and *Dr.* are abbreviated with or without Christian or given name or initial.

Adj.	Insp. Gen.	Rdm3c. (radarman, third class)
Adj. Gen.	Judge Adv. Gen.	Rear Adm.
Adm. (admiral)	Lt.	S1c. (seaman, first class)
A1c. (airman, first class)	Lt. Col.	2d Lt.
Asst. Surg.	Lt. Comdr.	Sfc. (sergeant, first class)
Brig. Gen.	Lt. Gen.	Sgt.
Bvt. (brevet)	Lt. Gov.	Sgt. Maj.
Capt.	Lt. (jg.)	Sp3c. (specialist, third class)
Col.	Maj.	S. Sgt.
Comdr.	Maj. Gen.	Supt.
Cpl.	M. Sgt.	Surg.
CWO (chief warrant officer)	Orderly Sgt.	Surg. Gen.
En1c. (engineman, first class)	Ord. Sgt. (ordnance sergeant)	T2g. (technician, sec- ond grade)
Ens.	Passed Asst. Surg.	T. Sgt.
1st Lt.	Pfc. (private, first class)	Vice Adm.
1st Sgt.	PO (petty officer)	WO (warrant officer)
Gen.	Prof.	WO (jg.)
Gov.	Pvt.	
Hosp. Corpsman 3c.	Q.M. Gen.	
Hosp. Sgt.	Q.M. Sgt.	
Hosp. Steward		

When specifically requested, the following military abbreviations will be used:

ADM, admiral	LTG, lieutenant general
BG, brigadier general	LTJG, lieutenant junior grade
CDR, commander	2LT, second lieutenant
COL, colonel	MAJ, major
CPL, corporal	PFC, private first class
CAPT, captain	PVT, private
CPT, captain	RADM, radarman
CWO4, chief warrant officer (W-4)	SFC, sergeant first class
ENS, ensign	S4, specialist four
LCDR, lieutenant commander	SGT, sergeant
LT, lieutenant	VADM, vice admiral
LTC, lieutenant commander	WO1, warrant officer

9.30. The titles *Senator*, *Representative*, *commodore*, and *commandant* are not abbreviated.

9.31. Unless preceded by *the*, abbreviate *honorable*, *reverend*, and *monsignor* when followed by the first name, the initials, or the title.

Hon. Elihu Root; the Honorable Elihu Root; the Honorable Mr. Root  
the Honorables William H. Rehnquist, Lewis F. Powell, Jr., and Harry A. Blackmun

Rev. Martin Luther King, Jr.; the Reverend Dr. King; Rev. Dr. King  
(*not* Rev. King, *nor* the Reverend King)

Rt. Rev. James E. Freeman; the Right Reverend James E. Freeman

Very Rev. Henry Boyd; the Very Reverend Henry Boyd

Rt. Rev. Msgr. John Bird; the Right Reverend Monsignor John Bird

9.32. The following and similar abbreviations are used after a name:

Esq., Jr., Sr.

2d, 3d (*or* II, III) (*not* preceded by comma)

Degrees: LL.D., M.A., Ph. D., etc.

Fellowships, orders, etc.: F.R.S., K.C.B., C.P.A., etc.

**9.33.** The abbreviation *Esq.*, not generally used in the United States, and the other complimentary titles, such as *Mr.*, *Mrs.*, and *Dr.*, should not appear in combination with any other title or with abbreviations indicating scholastic degrees.

John L. Smith, Esq., *not* Mr. John L. Smith, Esq., *nor* John L. Smith, Esq., A.M.; *but* James A. Jones, Jr., Esq.

Ford Maddox, A.B., Ph. D., *not* Mr. Ford Maddox, A.B., Ph. D.

George Gray, M.D., *not* Mr. George Gray, M.D., *nor* Dr. George Gray, M.D.

☆**9.34.** *Sr.* and *Jr.* should not be used without Christian or given name or initials, but may be used in combination with any title. (See also rule 8.41.)

A. K. Jones, Jr., *not* Jones, Jr., *nor* Mr. Jones, Jr., *nor* Jones, Junior.  
President J. B. Nelson, Jr.

**9.35.** When name is followed by abbreviations designating religious and fraternal orders and scholastic and honorary degrees, their sequence is as follows: Orders, religious first; theological degrees; academic degrees earned in course; and honorary degrees in order of bestowal.

Henry L. Brown, D.D., A.M., D. Lit.

T. E. Holt, C.S.C., S.T. Lr., LL.D., Ph. D.

Samuel J. Deckelbaum, P.M.

**9.36.** Academic degrees standing alone may be abbreviated.

John was graduated with a B.A. degree; *but* bachelor of arts degree (lowercase if spelled out).

He earned his Ph. D. by hard work.

**9.37.** In addresses, signatures, and lists of names, including leadership but not in tables nor in centerheads, *Mr.*, *Mrs.*, and other titles preceding a name, and *Esq.*, *Jr.*, *Sr.*, *2d*, and *3d* following a name, are set in roman caps and lowercase if the name is in caps and small caps. If the name is in caps, they are set in caps and small caps, if small caps are available—otherwise in caps and lowercase. (See also rule 16.3.)

## Parts of publications

**9.38.** For parts of publications mentioned in parentheses, brackets, footnotes, sidenotes, lists of references, synonymies, tables, and leadership, and followed by figures, letters, or Roman numerals, the following abbreviations are used:

app., apps. (appendix, appendixes)  
art., arts. (article, articles)  
bull., bulls. (bulletin, bulletins)  
ch., chs. (chapter, chapters)  
col., cols. (column, columns)  
ed., eds. (edition, editions)  
fig., figs. (figure, figures)  
No., Nos. (number, numbers)  
p., pp. (page, pages)  
par., pars. (paragraph, paragraphs)  
pl., pls. (plate, plates)

pt., pts. (part, parts)  
sec., secs. (section, sections)  
subch., subchs. (subchapter, subchapters)  
subpar., subpars. (subparagraph, subparagraphs)  
subsec., subsecs. (subsection, subsections)  
supp., supps. (supplement, supplements)  
vol., vols. (volume, volumes)

**9.39.** The word *article* or *section* at the beginning of a paragraph is abbreviated and set in caps and small caps followed by a period and an en space, except that the first of a series is spelled out.

ART. 2; SEC. 2; etc.; *but* ARTICLE 1; SECTION 1

ART. II; SEC. II; etc.; *but* ARTICLE I; SECTION I

**9.40.** At the beginning of a legend, the word *figure* preceding the legend number is not abbreviated.

FIGURE 4.—Landscape.

### Terms relating to Congress

**9.41.** The words *Congress* and *session*, when accompanied by a numerical reference, are abbreviated in parentheses, brackets, and text footnotes. In sidenotes, lists of references, synonymies, tables, leaderwork, and footnotes to tables and leaderwork, the following abbreviations are used:

92d Cong., 1st sess.  
1st sess., 92d Cong.

Public Law 84, 92d Cong.  
Private Law 68, 92d Cong.

**9.42.** In references to bills, resolutions, documents and reports in parentheses, brackets, footnotes, sidenotes, tables, and leaderwork, the following abbreviations are used:

H.R. 416 (House bill)  
S. 116 (Senate bill)

S.J. Res. 45 (Senate joint resolution)  
H. Conf. Rept. 10 (House conference report)

The above two examples may be used in either abbreviated or spelled-out form in text.

H. Doc. 35 (House document)  
S. Doc. 62 (Senate document)  
H. Rept. 214 (House report)  
S. Rept. 410 (Senate report)  
Ex. Doc. B (Executive document)  
Ex. F (92d Cong., 2d sess.)  
Ex. Rept. 9 (92d Cong., 1st sess.)  
Misc. Doc. 16 (miscellaneous document)  
Public Res. 47

H. Res. 5 (House resolution)  
H. Con. Res. 10 (House concurrent resolution)  
H.J. Res. 21 (House joint resolution)  
S. Res. 50 (Senate resolution)  
S. Con. Res. 17 (Senate concurrent resolution)

**9.43.** References to statutes in parentheses, footnotes, sidenotes, tables, leaderwork, and congressional work are abbreviated as follows (for references in courtwork, see rule 17.12):

Rev. Stat. (Revised Statutes); 43 Rev. Stat. 801; 18 U.S.C. 38  
Supp. Rev. Stat. (Supplement to the Revised Statutes)  
Stat. L. (Statutes at Large)

but Public Law 85-1

### Calendar divisions

**9.44.** Names of months followed by the day, or day and year, are abbreviated in footnotes, tables, leaderwork, and sidenotes, and in bibliographies. (See examples, rule 9.45.) *May*, *June*, and *July* are always spelled out. Preferred forms follow:

Jan.	Apr.	Oct.
Feb.	Aug.	Nov.
Mar.	Sept.	Dec.

**9.45.** In text only, dates as part of a citation or reference within parentheses or brackets are also abbreviated.

(Op. Atty. Gen., Dec. 4, 1925)  
(Congressional Record, Sept. 25, 1961)  
[From the New York Times, Mar. 4, 1958]  
[From the Mar. 4 issue]

On Jan. 25 (we had commenced on Dec. 26, 1957) the work was finished.  
(In footnotes, tables, leaderwork, and sidenotes)

On January 25, a decision was reached (Op. Atty. Gen., Dec. 4, 1925).  
(Text, but with citation in parentheses)

but On January 25 (we had commenced on December 26, 1957) the work was finished. (Not a citation or reference in text)



9.46. In narrow columns of tables, the names of months may be abbreviated even if standing alone.

9.47. The names of days of the week are preferably not abbreviated, but the following forms are used, if necessary, in lists or in narrow columns in tables:

Sun.	Wed.	Fri.
Mon.	Thurs.	Sat.
Tues.		

### LISTS OF ABBREVIATIONS

(Standard word abbreviations, this page; standard abbreviations for units of measure, etc., pp. 163-166; coined words and symbols, p. 166.)

#### Standard word abbreviations

(For a comprehensive list of standard abbreviations of legal and other Latin phrases, see pp. 482-485; for similar abbreviations in other languages, see section on abbreviations in the language desired, pp. 423-528.)

9.48. If abbreviations are required, use these forms:

AA, Administration on Aging, anti-aircraft	a.m. (ante meridiem), before noon
AAA, antiaircraft artillery	A.M.C., American Maritime Cases
AB, Alberta (Postal Service, when specifically requested)	Am. Dec., American Decisions
A.B. or B.A., bachelor of arts	AMG, Allied Military Government
abbr., abbreviation	Am. Repts., American Reports
ABC, atomic, biological, and chemical	AMVETS, American Veterans of World War II; Amvet(s) (individual)
abs., abstract	antilog (no period), antilogarithm
a.c., alternating current	API, American Petroleum Institute
acct., account	APO (no periods), Army post office
ACDA, Arms Control and Disarmament Agency	app., apps., appendix, appendixes
ACTH, adrenocorticotrophic hormone	App. D.C., District of Columbia Appeal Cases
ACTION (not an acronym, an independent agency)	App. Div., Appellate Division
A.D. (anno Domini), in the year of our Lord	APPR, Army package power reactor
Adj., adjutant	approx., approximately
Adj. Gen., Adjutant General	Apr., April
Adm., admiral	ARC, American Red Cross
ADP, Automatic data processing	Ariz., Arizona (Postal Service, AZ, when specifically requested)
AEC, Atomic Energy Commission	Ark., Arkansas (Postal Service, AR, when specifically requested)
AEF, American Expeditionary Forces	ARPA, Advanced Research Projects Agency
af (no periods), audiofrequency	ARS, Agricultural Research Service
AFB, and similar military symbols (with name), Air Force Base	art., article
A1c., airman, first class	ASCS, Agricultural Stabilization and Conservation Service
AFL-CIO, American Federation of Labor and Congress of Industrial Organizations	ASME, American Society of Mechanical Engineers
AID, Agency for International Development	A.S.N., Army service number
AK, Alaska (Postal Service, when specifically requested)	Asst. Surg., assistant surgeon
a.k.a., also known as	A.s.t., Atlantic standard time
Ala., Alabama (Postal Service, AL, when specifically requested)	ASTM, American Society for Testing Materials
A.L.R., American Law Reports	A.t., Atlantic time
AM (no periods), amplitude modulation	Atl., Atlantic Reporter; A. (2d), Atlantic Reporter, second series
A.M. (anno mundi), in the year of the world	Aug., August
A.M. or M.A., master of arts	AUS, Army of the United States
	avdp, avoirdupois
	Ave., avenue
	a.w.l., absent with leave

a.w.o.l., absent without official leave  
 Bé, Baumé  
 BAE, Bureau of Agricultural Economics  
 BC, British Columbia (Postal Service, when specifically requested)  
 B.C., before Christ  
 BCG (bacillus Calmette-Guérin), anti-tuberculosis vaccine  
 BDSA, Business and Defense Services Administration  
 BEC, Bureau of Employees' Compensation  
 bf., boldface  
 BIA, Bureau of Indian Affairs  
 BIS, Bank for International Settlements  
 Blatch. Pr. Cas., Blatchford's Prize Cases Bldg., building  
 B. Lit(t). or Lit(t). B., bachelor of literature  
 BLM, Bureau of Land Management  
 BLS, Bureau of Labor Statistics  
 Blvd., boulevard  
 BNDD, Bureau of Narcotics and Dangerous Drugs  
 b.o., buyer's option  
 bp, boiling point  
 Brig. Gen., brigadier general  
 B.S. or B. Sc., bachelor of science  
 bull., bulletin  
 Bvt., brevet  
 ca. (circa), about; centiare  
 CAB, Civil Aeronautics Board  
 CACM, Central American Common Market  
 Calif., California (Postal Service, CA, when specifically requested)  
 c. and s.c., caps and small caps  
 CAP, Civil Air Patrol  
 Capt., captain  
 CARE, Cooperative for American Remittances to Everywhere, Inc.  
 c.b.d., cash before delivery  
 C.C.A., Circuit Court of Appeals  
 CCC, Commodity Credit Corporation  
 C. Cls., Court of Claims  
 C. Cls. R., Court of Claims Reports  
 C.C.P.A., Court of Customs and Patent Appeals  
 CCR, Commission on Civil Rights  
 C.E., Common Era  
 CEA, Council of Economic Advisers; Commodity Exchange Authority  
 CEC, Commodity Exchange Commission  
 Cento, Central Treaty Organization  
 cf. (confer), compare, or see  
 CFR, Code of Federal Regulations  
 CFR Supp., Code of Federal Regulations Supplement  
 ch., chapter  
 CIA, Central Intelligence Agency  
 CIC, Counterintelligence Corps  
 C.J. (corpus juris), body of law; Chief Justice  
 CMS, Consumer Marketing Service

CO, commanding officer  
 Co., company (commercial)  
 c.o.d., cash on delivery  
 Col., colonel  
 col., column  
 Colo., Colorado (Postal Service, CO, when specifically requested)  
 Comdr., commander  
 Comp. Dec., Comptroller's Decisions (Treasury)  
 Comp. Gen., Comptroller General Decisions  
 con., continued  
 conelrad, control of electromagnetic radiation (civil defense)  
 Conn., Connecticut (Postal Service, CT, when specifically requested)  
 Corp., corporation (commercial)  
 cos (no period), cosine  
 cosh (no period), hyperbolic cosine  
 cot (no period), cotangent  
 coth (no period), hyperbolic cotangent  
 c.p., chemically pure  
 C.P.A., certified public accountant  
 CPI, Consumer Price Index  
 Cpl., corporal  
 cr., credit; creditor  
 CRP, C-reactive protein  
 CSC, Civil Service Commission  
 csc (no period), cosecant  
 csch (no period), hyperbolic cosecant  
 CSS, Commodity Stabilization Service  
 c.s.t., central standard time  
 Ct., court  
 c.t., central time  
 CWO, chief warrant officer  
 C.Z., Canal Zone (Postal Service, CZ, when specifically requested)  
 Dall., Dallas (U.S. Supreme Court Reports)  
 DAR, Daughters of the American Revolution  
 DATA, Defense Air Transportation Administration  
 d.b.a., doing business as  
 d.b.h., diameter at breast height  
 d.c., direct current  
 D.C., District of Columbia (Postal Service, DC, when specifically requested)  
 D.D., doctor of divinity  
 D.D.S., doctor of dental surgery  
 DDT, dichlorodiphenyltrichloroethane  
 Dec., December  
 Del., Delaware (Postal Service, DE, when specifically requested)  
 DEW, distant early warning (DEW line)  
 Dist. Ct., District Court  
 DLF, Development Loan Fund  
 D. Lit(t). or Lit(t). D., doctor of literature  
 DMB, Defense Mobilization Board  
 do. (ditto), the same  
 DOD, Department of Defense  
 DOT, Department of Transportation  
 DP (no periods), displaced person  
 D.P.H., doctor of public health

- D.P. Hy., doctor of public hygiene  
 dr., debit; debtor  
 Dr., doctor; drive  
 DSA, Defense Supply Agency  
 DV, distinguished visitor (Air Force)  
 (see also VIP)  
 D.V.M., doctor of veterinary medicine  
 E.. east  
 Ecosoc, Economic and Social Council  
 e.d.t., eastern daylight time  
 ed., eds., edition, editions  
 EEC, European Economic Community  
 (Common Market)  
 EEE, eastern equine encephalitis  
 EEOC, Equal Employment Opportunity Commission  
 EFTA, European Free Trade Association  
 e.g. (exempli gratia), for example  
 ehf (no periods), extremely high frequency  
 EHS, Environmental Health Services  
 8°, octavo  
 emcee, master of ceremony  
 Ens., ensign  
 e.o.m., end of month  
 EOP, Executive Office of the President  
 EPA, Environmental Protection agency  
 ERP, European recovery program  
 ESSA, Environmental Science Services Administration  
 e.s.t., eastern standard time  
 e.t., eastern time  
 et al. (et alii), and others  
 et seq., and the following  
 etc. (et cetera), and so forth  
 Euratom, European Atomic Energy Community  
 Eurodollars, U.S. dollars used to finance foreign trade  
 Euromarket, European Common Market (European Economic Community)  
 Euromart; see Euromarket  
 Ex. Doc. (with letter), executive document  
 f., ff., and following page (pages)  
 FAA, Federal Aviation Administration  
 FAO, Food and Agriculture Organization  
 f.a.s., free alongside ship  
 FAS, Foreign Agricultural Service  
 FBI, Federal Bureau of Investigation  
 FCA, Farm Credit Administration  
 FCC, Federal Communications Commission  
 FCIC, Federal Crop Insurance Corporation  
 FCSC, Foreign Claims Settlement Commission  
 FDA, Food and Drug Administration  
 FDIC, Federal Deposit Insurance Corporation  
 FDL, fast deployment logistic (ship)  
 Feb., February  
 Fed., Federal Reporter; F. (2d), Federal Reporter, second series  
 FHA, Federal Housing Administration;  
 Farmers Home Administration  
 FHLBB, Federal Home Loan Bank Board  
 FICA, Federal Insurance Contributions Act  
 fig., figure  
 1st Lt., first lieutenant  
 1st Sgt., first sergeant  
 Fla., Florida (Postal Service, FL, when specifically requested)  
 FLSA, Fair Labor Standards Act  
 FM (no periods), frequency modulation  
 FMC, Federal Maritime Commission  
 FMCS, Federal Mediation and Conciliation Service  
 FNMA, Federal National Mortgage Association (Fannie Mae)  
 FNS, Food and Nutrition Service  
 f°, folio  
 f.o.b., free on board  
 4°, quarto  
 FPC, Federal Power Commission  
 FPIS, forward propagation ionospheric scatter  
 FPO (no periods), fleet post office  
 FPV, free piston vessel  
 F.R., Federal Register (publication)  
 Fri., Friday  
 F.R.S., Fellow of the Royal Society  
 FRs, Federal Reserve System  
 FS, Forest Service  
 FSA, Federal Security Agency  
 FSS, Federal Supply Service  
 F. Supp., Federal Supplement  
 FTC, Federal Trade Commission  
 FWS, Fish and Wildlife Service  
 Ga., Georgia (Postal Service, GA, when specifically requested)  
 GAO, General Accounting Office  
 GAR, Grand Army of the Republic  
 GARIOA, Government and Relief in Occupied Areas  
 GATT, General Agreement on Tariffs and Trade  
 GAW, guaranteed annual wage  
 GCA (no periods), ground control approach  
 g.c.d., greatest common divisor  
 GCI (no periods), ground control intercept  
 G.c.t., Greenwich civil time  
 Gen., general  
 GI, general issue; Government issue  
 G.m.a.t., Greenwich mean astronomical time  
 G.M. & S., general, medical, and surgical  
 G.m.t., Greenwich mean time  
 GNMA, Government National Mortgage Association (Ginnie Mae)  
 GNP, gross national product  
 Gov., governor  
 GPO, Government Printing Office  
 gr. wt., gross weight  
 GS, Geological Survey  
 GSA, General Services Administration



GTS, gas turbine ship  
 GU, Guam (Postal Service, when specifically requested)  
 H.C., House of Commons  
 h.c.f., highest common factor  
 H. Con. Res. (with number), House concurrent resolution  
 H. Doc. (with number), House document  
 HE (no periods), high explosive  
 HEW, or DHEW, Department of Health, Education, and Welfare  
 hf (no periods), high frequency  
 HHFA, Housing and Home Finance Agency  
 HI, Hawaii (Postal Service, when specifically requested)  
 H.J. Res. (with number), House joint resolution  
 H.L., House of Lords  
 Hosp. Sgt., hospital sergeant  
 Hosp. Steward, hospital steward  
 How., Howard (U.S. Supreme Court Reports)  
 H.R. (with number), House bill  
 H. Rept. (with number), House report  
 H. Res. (with number), House resolution  
 HUD, Housing and Urban Development  
 IA, Iowa (Postal Service, when specifically requested)  
 IADB, Inter-American Defense Board  
 IAEA, International Atomic Energy Agency  
 ibid. (ibidem), in the same place  
 ICBM, intercontinental ballistic missile  
 ICC, Interstate Commerce Commission; Indian Claims Commission  
 id. (idem), the same  
 ID, Idaho (Postal Service, when specifically requested)  
 i.d., inside diameter  
 IDA, International Development Association  
 i.e. (id est), that is  
 IF (no periods), intermediate frequency  
 IFC, International Finance Corporation  
 IFF (no periods), identification, friend or foe  
 Ill., Illinois (Postal Service, IL, when specifically requested)  
 ILO, International Labor Organization  
 IMCO, Intergovernmental Maritime Consultative Organization  
 IMF, International Monetary Fund  
 Inc., incorporated  
 Ind., Indiana (Postal Service, IN, when specifically requested)  
 INS, Immigration and Naturalization Service  
 Insp. Gen., Inspector General  
 Interpol, International Criminal Police Organization  
 IOU (spaces, no periods), I owe you  
 IQ, intelligence quotient

IRAC, Interdepartment Radio Advisory Committee  
 IRBM, intermediate range ballistic missile  
 IRE, Institute of Radio Engineers  
 IRO, International Refugee Organization  
 IRS, Internal Revenue Service  
 ITO, International Trade Organization  
 ITU, International Telecommunication Union; International Typographical Union  
 JAG, Judge Advocate General  
 Jan., January  
 jato (no periods), jet-assisted takeoff  
 J.D. (jurum doctor), doctor of laws  
 jg., junior grade  
 JOBS, Job Opportunities in the Business Sector  
 Jr., junior  
 Judge Adv. Gen., Judge Advocate General  
 Kans., Kansas (Postal Service, KS, when specifically requested)  
 K.C.B., Knight Commander of the Bath  
 Ky., Kentucky (Postal Service, KY, when specifically requested)  
 La., Louisiana (Postal Service, LA, when specifically requested)  
 LAFTA, Latin American Free Trade Association  
 lat., latitude  
 LB, Labrador (Postal Service, when specifically requested)  
 LC, Library of Congress  
 lc., lowercase  
 l.c.l., less-than-carload lot  
 l.c.m., least common multiple  
 L. Ed., Lawyer's edition (U.S. Supreme Court Reports)  
 liq., liquid  
 lf., lightface  
 lf (no periods), low frequency  
 LL.B., bachelor of laws  
 LL.D., doctor of laws  
 loc. cit. (loco citato), in the place cited  
 log (no period), logarithm  
 long., longitude  
 loran (no periods), long-range navigation  
 lox (no periods), liquid oxygen  
 LPG, liquefied petroleum gas  
 L.S. (locus sigilli), place of the seal  
 l.s.t., local standard time  
 l.t., local time  
 Lt., lieutenant  
 Lt. Col., lieutenant colonel  
 Lt. Comdr., lieutenant commander  
 Ltd., limited  
 Lt. Gen., lieutenant general  
 Lt. Gov., lieutenant governor  
 Lt. (jg.), lieutenant (junior grade)  
 LTL, less than truckload  
 l.w.l., load waterline  
 l.w.m., low watermark  
 M., monsieur; MM., messieurs  
 m. (meridies), noon  
 M, more

- MA, Maritime Administration; Manpower Administration  
 MAC, Military Airlift Command (formerly MATS)  
 m.a.f., moisture and ash free (coal)  
 MAG, Military Advisory Group  
 Maj., major  
 Maj. Gen., major general  
 Mar., March  
 Mass., Massachusetts (Postal Service, MA, when specifically requested)  
 MB, Manitoba (Postal Service, when specifically requested)  
 MCA, Model Cities Administration  
 MC, Member of Congress (emcee, master of ceremonies)  
 M.D., doctor of medicine  
 Md., Maryland (Postal Service, MD, when specifically requested)  
 MDAP, mutual defense assistance program  
 ME, Maine (Postal Service, when specifically requested)  
 memo (no period), memorandum  
 MF (no periods), medium frequency  
 Mich., Michigan (Postal Service, MI, when specifically requested)  
 Minn., Minnesota (Postal Service, MN, when specifically requested)  
 Misc. Doc. (with number), miscellaneous document  
 Miss., Mississippi (Postal Service, MS, when specifically requested)  
 Mlle., mademoiselle  
 Mme., madam  
 Mmes., mesdames  
 m.m.f., magnetomotive force  
 Mo., Missouri (Postal Service, MO, when specifically requested)  
 mol. wt., molecular weight  
 Mon., Monday  
 Mont., Montana (Postal Service, MT, when specifically requested)  
 MOS, military occupational specialty  
 M.P., Member of Parliament  
 MP (no periods), military police  
 m.p., melting point  
 Ms. (optional feminine title—without marital designation)  
 M.S., master of science  
 MS, motorship  
 MS., MSS., manuscript, manuscripts  
 MSC, Military Sealift Command  
 Msgr., Monsignor  
 M. Sgt., master sergeant  
 m.s.l., mean sea level  
 m.s.t., mountain standard time  
 m.t., mountain time  
 MV, motor vessel  
 N., north  
 N, normal  
 NA, not available  
 NAC, national agency check  
 NAS, National Academy of Science  
 NASA, National Aeronautics and Space Administration  
 NATO, North Atlantic Treaty Organization  
 NB, New Brunswick (Postal Service, when specifically requested)  
 NBS, National Bureau of Standards  
 N.C., North Carolina (Postal Service, NC, when specifically requested)  
 NCUA, National Credit Union Administration  
 N. Dak., North Dakota (Postal Service, ND, when specifically requested)  
 NE., northeast  
 Nebr., Nebraska (Postal Service, NE, when specifically requested)  
 n.e.c., not elsewhere classified  
 n.e.s., not elsewhere specified  
 net wt., net weight  
 Nev., Nevada (Postal Service, NV, when specifically requested)  
 NF, Newfoundland (Postal Service, when specifically requested)  
 N.F., National Formulary  
 NFAH, National Foundation on the Arts and the Humanities  
 n.-f.e., nitrogen-free extract  
 NFSN, French-Speaking Nations of NATO  
 N.H., New Hampshire (Postal Service, NH, when specifically requested)  
 NIH, National Institutes of Health  
 N.J., New Jersey (Postal Service, NJ, when specifically requested)  
 n.l., natural log or logarithm  
 NLRB, National Labor Relations Board  
 N. Mex., New Mexico (Postal Service, NM, when specifically requested)  
 No., Nos., number, numbers  
 NOAA, National Oceanic and Atmospheric Administration  
 n.o.i.b.n., not otherwise indexed by name  
 n.o.p., not otherwise provided (for)  
 n.o.s., not otherwise specified  
 NOS, National Ocean Survey (formerly Coast and Geodetic Survey)  
 Nov., November  
 NOVS, National Office of Vital Statistics  
 NPS, National Park Service  
 NS, Nova Scotia (Postal Service, when specifically requested); nuclear ship  
 NSA, National Shipping Authority  
 NSC, National Security Council  
 NSF, National Science Foundation  
 n.s.k., not specified by kind  
 n.s.p.f., not specifically provided for  
 NT, Northwest Territories (Postal Service, when specifically requested)  
 NW., northwest  
 N.Y., New York (Postal Service, NY, when specifically requested)  
 OASDHI, old-age, survivors, disability, and health insurance program  
 OASI, old-age and survivors insurance  
 OCD, Office of Civil Defense  
 Oct., October  
 OD, officer of the day  
 o.d., outside diameter, olive drab  
 O.D., doctor of optometry

OE, Office of Education  
 OEO, Office of Economic Opportunity  
 OEP, Office of Emergency Preparedness, Office of Emergency Planning  
 OH, Ohio (Postal Service, when specifically requested)  
 OIT, Office of International Trade  
 OK, OK'd, OK'ing, OK's  
 Okla., Oklahoma (Postal Service, OK, when specifically requested)  
 OMB, Office of Management and Budget (formerly BOB, Bureau of the Budget)  
 ON, Ontario (Postal Service, when specifically requested)  
 Op. Atty. Gen., Opinions of the Attorney General  
 op. cit. (opere citato), in the work cited  
 Orderly Sgt., orderly sergeant  
 Ord. Sgt., ordnance sergeant  
 Oreg., Oregon (Postal Service, OR, when specifically requested)  
 OSD, Office of the Secretary of Defense  
 OTC, Organization for Trade Cooperation  
 p., pp., page, pages  
 Pa., Pennsylvania (Postal Service, PA, when specifically requested)  
 PA (no periods), public-address system  
 Pac., Pacific Reporter; P. (2d), Pacific Reporter, second series  
 par., paragraph  
 Passed Asst. Surg., passed assistant surgeon  
 PBS, Public Buildings Service  
 PE, Prince Edward Island (Postal Service, when specifically requested)  
 Pet., Peters (U.S. Supreme Court Reports)  
 Pfc., private, first class  
 Ph, phenyl  
 ph., phase  
 PHA, Public Housing Administration  
 Phar. D., doctor of pharmacy  
 Ph. B. or B. Ph., bachelor of philosophy  
 Ph. D. or D. Ph., doctor of philosophy  
 Ph. G., graduate in pharmacy  
 PHS, Public Health Service  
 Pl., place  
 pl., plate; plural  
 p.m. (post meridiem), afternoon  
 PO, petty officer  
 P.O. Box (with number); *but* post office box (in general sense)  
 p.o.d., pay on delivery  
 p.o.r., pay on return  
 POW (no periods), prisoner of war  
 PP (no periods), pellagra preventive (factor)  
 PPI (no periods), plan position indicator  
 p.p.i., policy proof of interest  
 p.q., previous question  
 PQ, Province of Quebec (Postal Service, when specifically requested)  
 P.R., Puerto Rico (Postal Service, PR, when specifically requested)

Private Res. (with number), private resolution  
 Prof., professor  
 pro tem (pro tempore), temporarily  
 P.S. (post scriptum), postscript  
 P.s.t., Pacific standard time  
 P.t., Pacific time  
 pt., part  
 PTA (no periods), parent-teachers' association  
 p.t.o., please turn over  
 Public Res. (with number), public resolution  
 Pvt., private  
 PX (no periods), post exchange  
 q., qq., question, questions  
 Q.M. Gen., Quartermaster General  
 Q.M. Sgt., quartermaster sergeant  
 QT, on the quiet  
 racon (no period), radar beacon  
 radar (no period), radio detection and ranging  
 Rand Corp. (research and development)  
 R. & D., research and development  
 rato, rocket-assisted takeoff  
 RB, Renegotiation Board  
 Rd., road  
 RDB, Research and Development Board  
 REA, Rural Electrification Administration  
 Rear Adm., rear admiral  
 r.e.p., roentgen equivalent physical  
 Rev., reverend  
 Rev. Stat., Revised Statutes  
 RF (no periods), radiofrequency  
 R.F.D., rural free delivery  
 Rh, Rhesus (blood factor)  
 R.I., Rhode Island (Postal Service, RI, when specifically requested)  
 R.N., registered nurse  
 ROP, run of paper  
 ROTC, Reserve Officers' Training Corps  
 RR., railroad  
 RRB, Railroad Retirement Board  
 Rt. Rev., right reverend  
 Ry., railway  
 s., shilling  
 S., south; Senate bill (with number)  
 SAC, Strategic Air Command  
 SACEUR, Supreme Allied Commander Europe  
 SAE, Society of Automotive Engineers  
 SAGE, semiautomatic ground environment  
 s. and s.c., sized and supercalendered  
 SAR, Sons of the American Revolution  
 Sat., Saturday  
 SBA, Small Business Administration  
 sc. (scilicet), namely (see also ss)  
 s.c., sized and calendered; small caps; single circuit (electrical)  
 S.C., South Carolina (Postal Service, SC, when specifically requested)  
 SCAP, Supreme Commander for the Allied Powers (Japan)



- S. Con. Res. (with number), Senate concurrent resolution  
 s.d. (sine die), without date  
 S. Dak., South Dakota (Postal Service, SD, when specifically requested)  
 S. Doc. (with number), Senate document  
 SE., southeast  
 SEATO, Southeast Asia Treaty Organization  
 SEC, Securities and Exchange Commission  
 sec., section  
 sec (no period), secant  
 sech (no period), hyperbolic secant  
 2d, 3d, second, third  
 2d Lt., second lieutenant  
 Slc., seaman, first class  
 Sept., September  
 ser., series  
 Sf, Svedberg flotation  
 Sfc., sergeant, first class  
 Sgt., sergeant  
 SHAPE, Supreme Headquarters Allied Powers (Europe)  
 SHF (no periods), superhigh frequency  
 shoran (no period), short range (radio)  
 SI, Système International d' Unités  
 sic (no period), thus  
 sin (no period), sine  
 sinh (no period), hyperbolic sine  
 S.J. Res. (with number), Senate joint resolution  
 SK, Saskatchewan (Postal Service, when specifically requested)  
 s.o., seller's option  
 sofar (no period), sound fixing and ranging  
 sonar (no period), sound, navigation and ranging  
 SOP, standard operating procedure  
 S O S (spaces, no periods), wireless distress signal  
 s.p. (sine prole), without issue  
 SP (no periods), shore patrol  
 SPAR, Coast Guard Women's Reserve (*semper paratus—always ready*)  
 sp. gr., specific gravity  
 Sp3c., specialist, third class  
 Sq., square (street)  
 Sr., senior  
 S. Rept. (with number), Senate report  
 S. Res. (with number), Senate resolution  
 SRS, Social and Rehabilitation Service  
 SS, steamship  
 ss (no period) (scilicet), namely (in law) (see also sc.)  
 SSA, Social Security Administration  
 S. Sgt., staff sergeant  
 SSS, Selective Service System  
 St., Ste., SS., Saint, Sainte, Saints  
 St., street  
 Stat., Statutes at Large  
 STP, standard temperature and pressure  
 subch., subchapter  
 subpar., subparagraph  
 subsec., subsection  
 Sun., Sunday  
 SUNFED, Special United Nations Fund for Economic Development  
 Sup. Ct., Supreme Court Reporter  
 supp., supplement  
 Supp. Rev. Stat., Supplement to the Revised Statutes  
 Supt., superintendent  
 Surg., surgeon  
 Surg. Gen., Surgeon General  
 SW., southwest  
 S.W. (2d), Southwestern Reporter, second series  
 T., Tps., township, townships  
 tan (no period), tangent  
 tanh (no period), hyperbolic tangent  
 TB (no periods), tuberculosis  
 T.D., Treasury Decisions  
 TDN, total digestible nutrients  
 Tenn., Tennessee (Postal Service, TN, when specifically requested)  
 Ter., terrace  
 Tex., Texas (Postal Service, TX, when specifically requested)  
 Thurs., Thursday  
 t.l.o., total loss only  
 t.m., true mean  
 TNT (no periods), trinitrotoluol  
 TOFC, trailer-on-flatcar  
 T2g., technician, second grade  
 T. Sgt., technical sergeant  
 Tues., Tuesday  
 TV, television  
 TVA, Tennessee Valley Authority  
 2,4-D, insecticide  
 uc., uppercase  
 uhf (no periods), ultrahigh frequency  
 UMTS, Universal Military Training Service (or System)  
 U.N., United Nations  
 UNESCO, United Nations Educational, Scientific, and Cultural Organization  
 UNICEF, United Nations Children's Fund  
 URA, Urban Renewal Administration  
 U.S., U.S. Supreme Court Reports  
 U.S.A., United States of America  
 USA, U.S. Army  
 USAF, U.S. Air Force  
 USAREUR, U.S. Army, Europe  
 U.S.C., United States Code  
 U.S.C.A., United States Code Annotated  
 U.S.C. Supp., United States Code Supplement  
 USCG, U.S. Coast Guard  
 USDA, United States Department of Agriculture  
 USES, U.S. Employment Service  
 U.S. 40, U.S. No. 40, U.S. Highway No. 40  
 USIA, U.S. Information Agency  
 USMC, U.S. Marine Corps  
 USN, U.S. Navy  
 USNR, U.S. Naval Reserve  
 U.S.P., United States Pharmacopeia  
 U.S.S., U.S. Senate; U.S. ship

U.S.S.R., Union of Soviet Socialist Republics	Wall., Wallace (U.S. Supreme Court Reports)
u.t., universal time	Wash., Washington (Postal Service, WA, when specifically requested)
UT, Utah (Postal Service, when specifically requested)	WAVES, women accepted for volunteer emergency service; a Wave
v. or vs. (versus), against	Wed., Wednesday
Va., Virginia (Postal Service, VA, when specifically requested)	wf (no periods), wrong font
VA, Veterans' Administration	Wheat., Wheaton (U.S. Supreme Court Reports)
VAR, visual-aural range	WHO, World Health Organization
vhf (no periods), very high frequency	w.i., when issued
V.I., Virgin Islands (Postal Service, VI, when specifically requested)	Wis., Wisconsin (Postal Service, WI, when specifically requested)
Vice Adm., vice admiral	WMAL, WRC, etc., radio stations
VIP (no periods), very important person (see also DV)	WO, warrant officer
viz (no period) (videlicet), namely	WO (jg.), warrant officer (junior grade)
VLF (no periods), very low frequency	w.o.c., without compensation
vol., volume	W. Va., West Virginia (Postal Service, WV, when specifically requested)
Vt., Vermont (Postal Service, VT, when specifically requested)	Wyo., Wyoming (Postal Service, WY, when specifically requested)
VTR, video tape recording	Yale L.J., Yale Law Journal
W., west	YT, Yukon Territory (Postal Service, when specifically requested)
WAC, Women's Army Corps; a Wac	ZIP code, zone improvement plan code (Postal Service)
w.a.e., when actually employed	
WAF, Women in the Air Force; a Waf	

### Standard abbreviations for units of measure, etc.

A, ampere	cal, calorie (also: cal _{IT} , International Table; cal _{th} , thermochemical)
a, are	cc. (obsolete), see cm ³
a, atto (prefix, one-quintillionth)	cd, candela (candle obsolete)
A, angstrom	cd-ft, cord-foot
aA, attoampere	cd/in ² , candela per square inch
abs, absolute (temperature and gravity)	cd/m ² , candela per square meter
af, audiofrequency	c.f.m. (obsolete), see ft ³ /min
Ah, ampere-hour	c.f.s. (obsolete), see ft ³ /s
A/m, ampere per meter	cg, centigram
AM, amplitude modulation	c-h, candle-hour
asb, apostilb	Ci, curie
At, ampere-turn	cl, centiliter
at, atmosphere, technical	cm, centimeter
atm, atmosphere (infrequently, A _s )	c/m, cycles per minute
at. wt, atomic weight	cm ² , square centimeter
avdp, avoirdupois	cm ³ , cubic centimeter
b, barn	cmil, circular mil
B, bel	cp, candlepower
b, bit	cP, centipoise
bbl, barrel	cSt, centistokes
bbl/d, barrel per day	cu. ft. (obsolete) see ft ³
Bd, baud	cu. in. (obsolete), see in ³
bd. ft., board foot (obsolete); change to fbm	cu. yd. (obsolete), see yd ³
Bev (obsolete); see GeV	cwt, hundredweight
Bhn, Brinell hardness number	D, darcy
bhp, brake horsepower	d, day
bm, board measure	d, deci (prefix, one-tenth)
bp, boiling point	d, pence
Btu, British thermal unit	da, deka (prefix, 10)
bu, bushel	dag, dekagram
C, Celsius (preferred); also Centigrade	dal, dekalogram
c, ¢, ct; cent(s)	dam, dekameter
C, centi (prefix, one-hundredth)	dam ² , square dekameter
C, coulomb	dam ³ , cubic dekameter
c, cycle (radio)	dB, decibel
°C, degree Celsius	dBu, decibel unit

dg, decigram	ihp, indicated horsepower
dl, deciliter	in, inch
dm, decimeter	in ² , square inch
dm ² , square decimeter	in ³ , cubic inch
dm ³ , cubic decimeter	in/h, inch per hour
dol, dollar	inH ₂ O, conventional inch of water
doz, dozen	inHg, conventional inch of mercury
dr, dram	in-lb, inch-pound
dwt, deadweight tons	in/s, inch per second
dwt, pennyweight	J, joule
dyn, dyne	J/K, joule per kelvin
ehf, extremely high frequency	K, kayser
emf, electromotive force	K, kelvin (no degree symbol (°))
erg, erg	k, kilo (prefix, 1,000)
esu, electrostatic unit	kc, kilocycle; see also khz (kilohertz), kilocycles per second
eV, electronvolt	keV, kiloelectronvolt
°F, degree Fahrenheit	kG, kilogauss
F, Fahrenheit	kg, kilogram
F, farad	kgf, kilogram-force
f, femto (prefix, one-quadrillionth)	kHz, kilohertz (kilocycles per second)
F, fermi	kl, kiloliter
fbm, board foot; board foot measure	klbf, kilopound-force
fc, footcandle	km, kilometer
fL, footlambert	km ² , square kilometer
fm, femtometer	km ³ , cubic kilometer
FM, frequency modulation	km/h, kilometer per hour
ft, foot	kn, knot (speed)
ft ² , square foot	kΩ, kilohm
ft ³ , cubic foot	kt, kiloton; carat
ftH ₂ O, conventional foot of water	kV, kilovolt
ft-lb, foot-pound	kVA, kilovoltampere
ft-lbf, foot pound-force	kvar, kilovar
ft/min, foot per minute	kW, kilowatt
ft ² /min, square foot per minute	kWh, kilowatthour
ft ³ /min, cubic foot per minute	L, lambert
ft-pdl, foot poundal	l, liter
ft/s, foot per second	lb, pound
ft ² /s, square foot per second	lb ap, apothecary, pound
ft ³ /s, cubic foot per second	lb, avdp, avoirdupois, pound
ft/s ² , foot per second squared	lbf, pound-force
ft/s ³ , foot per second cubed	lbf/ft, pound-force foot
G, gauss	lbf/ft ² , pound-force per square foot
G, giga (prefix, 1 billion)	lbf/ft ³ , pound-force per cubic foot
g, gram; gravity	lbf/in ² , pound-force per square inch
Gal, gal (acceleration)	lb/ft, pound per foot
gal, gallon	lb/ft ² , pound per square foot
gal/min, gallons per minute	lb/ft ³ , pound per cubic foot
gal/s, gallons per second	lb/in ² a, pounds per square inch ab- solute
Gb, gilbert	lb/in ² g, pounds per square inch gage
g/cm ³ , gram per cubic centimeter	lct, long calcined ton
GeV, gigaelectronvolt	ldt, long dry ton
GHz, gigacycle per second	lf, low frequency
GHz, gigahertz	lin ft, linear foot
gr, grain; gross	l/m, lines per minute
h, hecto (prefix, 100)	lm, lumen
H, henry	lm/ft ² , lumen per square foot
h, hour	lm/m ² , lumen per square meter
ha, hectare	lm·s, lumen second
hf, high frequency	lm/W, lumen per watt
hg, hectogram	l/s, lines per second
hl, hectoliter	l/s, liter per second
hm, hectometer	lx, lux
hm ² , square hectometer	M, mega (prefix, 1 million)
hm ³ , cubic hectometer	m, meter
hp, horsepower	m, milli (prefix, one-thousandth)
hph, horsepowerhour	
Hz, hertz (cycles per second)	



M, thousand	myg, myriagram
m ³ , cubic meter	myl, myrialiter
m ² , square meter	mym, myriameter
μ, micro (prefix, one-millionth)	n, nano (prefix, one-billionth)
μ, micron (name micron obsolete); use	N, newton
μm, micrometer	nA, nanoampere
mA, milliamperere	nF, nanofarad
μA, microampere	nm, nanometer (millimicron, obsolete)
mbar, millibar	N·m, newton meter
μbar, microbar	N/m ² , newton per square meter
M#bm, thousand (feet) board measure	nmi, nautical mile
Mc, megacycle; see also MHz (mega-	Np, neper
hertz), megacycles per second	ns, nanosecond
mc, millicycle; see also mHz (milli-	N·s/m ² , newton second per square meter
hertz), millicycles per second	nt, nit
mD, millidarcy	Oe, oersted (use of A/m, amperes per
meq, milliequivalent	meter, preferred)
MeV, megaelectronvolts	oz, ounce (avoirdupois)
mF, millifarad	p, pico (prefix, one-trillionth)
μF, microfarad	P, poise
M#ft ³ , thousand cubic feet	Pa, pascal
mG, milligauss	pA, picoampere
mg, milligram	pct, percent
μg, microgram	pdl, poundal
Mgal/d, million gallons per day	pF, picofarad (micromicrofarad, obso-
mH, millihenry	lete)
μH, microhenry	pF, water-holding energy
mho, mho	pH, hydrogen-ion concentration
MHz, megahertz	ph, phot
mHz, millihertz	pk, peck,
mi, mile (statute)	p/m, parts per million
mi ² , square mile	ps, picosecond
mi/h, mile per hour	pt, pint
mil, mil	pW, picowatt
min, minute (time)	ql, quintal
μin, microinch	qt, quart
ml, milliliter	R, rankine
mm, millimeter	R, roentgen
mm ² , square millimeter	°R, degree rankine
mm ³ , cubic millimeter	°R, degree reaumur
mμ (obsolete); see nm, nanometer	rad, radian
μm, micrometer	rd, rad
μm ² , square micrometer	rem, rem
μm ³ , cubic micrometer	r/min, revolutions per minute
μμ, micromicron (use of compound pre-	rms, root mean square
fixes obsolete; use pm, picometer)	r/s, revolutions per second
μμf, micromicrofarad (use of compound	s, second (time)
prefixes obsolete; use pF)	s, shilling
mmHg, conventional millimeter of mer-	S, siemens
cury	sb, stilb
μmho, micromho (Approval of the	scp, spherical candlepower
symbol μS is pending)	s-ft, second-foot
MΩ, megohm	shp, shaft horsepower
mo, month	slug, slug
mol, mole (unit of substance)	sr, steradian
ms, millisecond	sSf, standard saybolt fural
μs, microsecond	sSu, standard saybolt universal
Mt, megaton	stdft ³ , standard cubic foot (feet)
mV, millivolt	Sus, saybolt universal second(s)
μV, microvolt	T, tera (prefix, 1 trillion)
MW, megawatt	T, tesla
mW, milliwatt	t, tonne
μW, microwatt	tbsp, tablespoonful
MWd/t, megawatt-days per ton	thm, therm
MWe, megawatts electrical	thmlMW, thermal megawatt
Mx, maxwell	tMW, thermal megawatt
mya, myriare	ton, ton

tsp, teaspoonful  
 Twad, twaddell  
 u (unified), atomic mass unit  
 uhf, ultrahigh frequency  
 V, volt  
 VA, voltampere  
 var, var  
 vhf, very high frequency  
 V/m, volt per meter  
 W, watt

Wb, weber  
 Wh, watthour  
 W/(m·K), watt per meter kelvin  
 W/sr, watt per steradian  
 W/(sr·m²), watt per steradian square meter  
 yd, yard  
 yd², square yard  
 yd³, cubic yard  
 yr, year

## Coined words and symbols

9.49. To obtain uniform treatment in the formation of coined words and symbols, the following formula, which conforms to current usage, will be applied:

When only first letter of each word is used to make up symbol, use all caps:  
 APPR (Army package power reactor)  
 MAG (Military Advisory Group)  
 SALT, strategic arms limitation talks  
 STEP, supplemental training and employment program

When proper names are used in shortened form any word of which uses more than first letter of each word, use caps and lowercase:

Pepco (Potomac Electric Power Co.)  
 Inco (International Nickel Co.)  
 Aramco (Arabian-American Oil Co.)

In common-noun combinations made up of more than first letter of lower-cased words, use lowercase:

loran (*long-range navigation*)  
 sonar (*sound navigation ranging*)  
 secant (*separation control of aircraft by nonsynchronous techniques*)

9.50. The words *infra* and *supra* are not abbreviated.

9.51. Even in commercial correspondence do not abbreviate *instant*, *proximo*, and *ultimo*.

## Terms of measure

9.52. Compass directions are abbreviated as follows:

N.	E.	S.	W.	10° N. 25° W.
NE.	SW.	NNW.	ESE.	NW. by N. ¼ W.

9.53. The words *latitude* and *longitude*, followed by figures, are abbreviated in parentheses, brackets, footnotes, sidenotes, tables, and leaderwork, and the figures are always closed up.

lat. 52°33'05" N.                      long. 13°21'10" E.

9.54. Avoid breaking latitude and longitude figures at end of line; space out line instead. In case of an unavoidable break at end of line, use hyphen.

9.55. Temperature and gravity are expressed in figures and the degree mark is used. Note the following abbreviations:

C, ¹ Celsius ²	API, American Petroleum Institute
F, Fahrenheit	Twad, Twaddell
°R, degree reaumur	32° F ¹
K, kelvin	273.1° K
abs, absolute	18° API
Bé, Baumé	

¹ Without figures preceding it, °C or °F should be used only in boxheads and over figure columns in tables.

² Preferred form approved by Ninth General Conference on Weights and Measures, October 1948.

**9.56.** References to meridian in statements of time are abbreviated as follows:

10 a.m.	12 m. (noon)
2:30 p.m.	12 p.m. (midnight)

**9.57.** The word *o'clock* is not used with abbreviations of time. (See rule 12.9b.)

**9.58.** Metric abbreviations are set in lowercase, the same form being used for both singular and plural. The preferred abbreviation for *cubic centimeter* is  $\text{cm}^3$ ; use *cc* only when requested.

*Prefixed for multiples and submultiples*

*Metric units*

T tera ( $10^{12}$ )	c centi ( $10^{-2}$ )	m, meter (for length)
G giga ( $10^9$ )	m milli ( $10^{-3}$ )	g, gram (for weight or mass)
M mega ( $10^6$ )	$\mu$ micro ( $10^{-6}$ )	l, liter (for capacity)
k kilo ( $10^3$ )	n nano ( $10^{-9}$ )	
h hecto ( $10^2$ )	p pico ( $10^{-12}$ )	
da deka ( $10$ )	f femto ( $10^{-15}$ )	
d deci ( $10^{-1}$ )	a atto ( $10^{-18}$ )	

*Length*

*Area*

*Volume*

mym myriameter	mya myriare	km ³ cubic kilometer
km kilometer	km ² square kilometer	hm ³ cubic hectometer
hm hectometer	hm ² square hectometer	dam ³ cubic dekameter
dam dekameter	dam ² square dekameter	m ³ cubic meter
m meter	m ² square meter	dm ³ cubic decimeter
dm decimeter	dm ² square decimeter	cm ³ cubic centimeter
cm centimeter	cm ² square centimeter	mm ³ cubic millimeter
mm millimeter	mm ² square millimeter	

*Weight*

*Land area*

*Capacity of containers*

myg myriagram	ha hectare	myl myrialiter
kg kilogram	a are	kl kiloliter
hg hectogram	ca centiare	hl hectoliter
dag dekagram		dal dekaliter
g gram		l liter
dg decigram		dl deciliter
cg centigram		cl centiliter
mg milligram		ml milliliter
$\mu$ g microgram		

**9.59.** A similar plan of abbreviation applies to any unit based on the metric system.

A ampere	mho (not abbreviated)	mH millihenry
Å angstrom	ohm (not abbreviated)	$\mu$ F microfarad (one-millionth of a farad)
c cycle (radio)	V volt	
dyn dyne	W watt	
erg erg	kc kilocycle	
F farad	kV kilovolt	
H henry	kVA kilovolt-ampere	
J joule	kW kilowatt	
	mF millifarad	



**9.60.** The following forms are used when units of English weight and measure and units of time are abbreviated, the same form of abbreviation being used for both singular and plural:

<i>Length</i>		<i>Area and volume</i>	
in, inch		in ² , square inch	
ft, foot		in ³ , cubic inch	
yd, yard		mi ² , square mile(s)	
mi, mile (statute)		ft ³ , cubic foot	
<i>Time</i>		<i>Weight</i>	<i>Capacity</i>
yr, year		gr, grain	gill(s), not abbreviated
mo, month		dr, dram	pt, pint
d, day		oz, ounce	qt, quart
hr, hour		lb, pound	gal, gallon
min, minute		cwt, hundredweight	pk, peck
s, second		dwt, pennyweight	bu, bushel
		ton(s), not abbreviated	bbl, barrel
		but t, metric ton (tonne)	

**9.61.** In astrophysical and similar scientific matter, magnitudes and units of time may be expressed as follows, if so written in copy. (See also "Clock time," rule 12.9b, p. 180.)

2^m35^h3^m9^s4.5^h

## Money

**9.62.** The following are some of the abbreviations and symbols used for indicating money:

\$, dol. (dollar)  
c, ct, ¢ (cent, cents)  
T£175 (Turkish)  
US\$15,000  
Mex\$2,650

₱ (peso)  
£ (pound)  
s (shilling)  
d (pence)  
£12 16s 8d (not 12/16/8)

Use "US\$" if omission, in relatively rare instances, would result in confusion.

(For the abbreviations of other terms indicating foreign money, see p. 261.)

## 10. SIGNS AND SYMBOLS

**10.1.** The increased use of signs and symbols and their importance in technical and scientific work have emphasized the necessity of standardization on a national basis and of the consistent use of the standard forms.

**10.2.** Certain symbols are well standardized—number symbols (the digits, 0, 1, 2, 3, 4, 5, 6, 7, 8, 9); letter symbols (the letters of the alphabet, a, b, c, d, etc.); and graphic symbols (the mathematical signs  $+$ ,  $-$ ,  $\pm$ ,  $\times$ ,  $\div$ ).

**10.3.** The Government Printing Office will furnish at cost new special symbols for technical matter when necessary.

**10.4.** The signs  $+$ ,  $-$ ,  $\pm$ ,  $\times$ , and  $\div$ , etc., are closed against accompanying figures and symbols. When the  $\times$  is used to indicate "crossed with" (in plant or animal breeding) or magnification, it will be separated from the accompanying words by a space.

i-viii + 1-288 pages  
The equation  $A + B$   
The result is  $4 \times 4$

20,000  $\pm$  5,000  
Early June  $\times$  Bright (crossed with)  
 $\times$  4 (magnification)

### Symbols with figures

**10.5.** The degree mark is always used in lieu of the word *degree* following a figure denoting measurement.

**10.6.** Any symbol that is set close up to figures, such as the degree mark, Greek mu, dollar mark, or commercial *c* ( $^{\circ}$ ,  $\mu$ , \$, ¢), is used before or after each figure in a group or series.

45° to 65° F., *not* 45 to 65° F.  
30 $\mu$  and 50 $\mu$   
\$5 to \$8 price range  
5'-7' long, *not* 5-7' long

3¢ to 5¢ (no spaces)  
 $\pm 2$  to  $\pm 7$ ;  $2^{\circ} \pm 1^{\circ}$ ; 3 ohms  $\pm 1$   
*but* \$ 12 (thin space)  
from 15 to 25 percent

### Letter symbols

**10.7.** Letter symbols are set in italic without periods and are capitalized only if so shown in copy, since the capitalized form may have an entirely different meaning. However, a few symbols are set in roman if so indicated in copy.

### Equations

**10.8.** In mathematical equations, use italic for all letter symbols—capitals, lowercase, small capitals, and superiors and inferiors (exponents and subscripts); use roman for figures, including superiors and inferiors.

**10.9.** If an equation or a mathematical expression needs to be divided, break before  $+$ ,  $-$ ,  $=$ , etc. However, the equal sign is to clear on the left of other beginning mathematical signs. (See example (6), p. 170.)

**10.10.** A short equation in text should not be broken at the end of a line. Space out the line so that the equation will begin on the next line; or better, center the equation on a line by itself.

10.11. An equation too long for one line is set flush on the left, the second half of the equation is set flush on the right, and the two parts are balanced as nearly as possible.

10.12. Two or more equations in series are alined on the equal signs and centered on the longest equation in the group.

10.13. Connecting words of explanation, such as *hence*, *therefore*, and *similarly*, are set flush either on the same line with the equation or on a separate line.

10.14. If a built-up fraction occurs in one part of an equation, all other fractions in that line must be built up.

10.15. Parentheses, braces, brackets, integral signs, and summation signs should be of the same height as the mathematical expressions they include.

10.16. Inferiors precede superiors if they appear together; but if either inferior or superior is too long, the two are alined on left.

$$\sqrt{\Phi} = \sum_{k=0}^m (A_k \cos k\psi + B_k \sin k\psi) \quad (1)$$

$$\frac{e}{e_0} = \frac{1}{\sqrt{\left[1 - (f/f_M)^2 + \frac{C_M}{c}\right]^2 + \left[\frac{r}{Xc_M}\right]^2}} \quad (2)$$

$$\begin{aligned} Q &= A_2 p_1^{\frac{1}{\gamma}} \left( \frac{p_2}{p_1} \right)^{\frac{1}{\gamma}} \left\{ 2g p_1 v_1 \left( \frac{\gamma}{\gamma-1} \right) \left[ 1 - \left( \frac{p_2}{p_1} \right)^{\frac{\gamma-1}{\gamma}} \right] \right\}^{\frac{1}{2}} \\ &= A_2 \left\{ 2g \frac{p_1}{v_1} \left( \frac{\gamma}{\gamma-1} \right) \left[ \left( \frac{p_2}{p_1} \right)^{\frac{2}{\gamma}} - \left( \frac{p_2}{p_1} \right)^{\frac{\gamma+1}{\gamma}} \right] \right\}^{\frac{1}{2}} \end{aligned} \quad (3)$$

$$\begin{aligned} \omega_n(x, \theta_x) &= \frac{1}{\sqrt{r_1 r_2}} \int_0^x dx_2 \int_0^{x_2} dx_1 \cos n\psi_x(x_1, x_2) \\ &\quad \left[ \frac{r_1 r_2}{p_1 p_2} (\phi_{n-1}(k_1) + \phi_{n+1}(k_1)) + 2\phi_n(k_1) \right] \end{aligned} \quad (4)$$

$$\begin{aligned} m_{s_1 s_2} &= \int_{x_{i_1}}^{x_{s_1}} dx_1 \int_{x_{i_2}}^{x_{s_2}} dx_2 \int_0^{2\pi} \frac{d\theta_1}{2\pi} \\ &\quad \int_0^{2\pi} \frac{d\theta_2}{2\pi} \frac{\frac{r_1 r_2}{p_1 p_2} \cos(\theta_2 - \theta_1) + 1}{\sqrt{(x_2 - x_1)^2 + R^2(\theta_2 - \theta_1)}} \\ &= \int_{x_{i_1}}^{x_{s_1}} dx_1 \int_{x_{i_2}}^{x_{s_2}} dx_2 \int_0^{2\pi} \frac{d\psi}{2\pi} \frac{\frac{r_1 r_2}{p_1 p_2} \cos \psi + 1}{\sqrt{(x_2 - x_1)^2 + R^2(\psi)}} \end{aligned} \quad (5)$$

$$\begin{aligned} \sum_2 (\psi_n, c_n) &= 2c_2 \frac{\tan(2\psi_2 - \psi_1)}{\cos(2\psi_3 - \psi_2)} + 6c_3 \frac{\tan(2\psi_3 - \psi_2)}{\cos(2\psi_4 - \psi_3)} \\ &\quad + 14c_4 \frac{\tan(2\psi_4 - \psi_3)}{\cos(2\psi_5 - \psi_4)} + \dots \\ &\quad + 2(2^{1+n} - 1)c_{n+2} \frac{\tan(2\psi_{n+2} - \psi_{n+1})}{\cos(2\psi_{n+3} - \psi_{n+2})} \dots \end{aligned} \quad (6)$$



## Chemical symbols

**10.17.** The chemical elements are designated by the initial letter or a shortened form of the English or Latin name. They are set in roman, without periods. (For treatment of symbols, see rule 6.44.)



### Chemical elements

[Accepted names, symbols, atomic numbers, and atomic weights, as officially approved by the International Union of Pure and Applied Chemistry, 1957]

Element	Symbol	Atomic number	Atomic weight	Element	Symbol	Atomic number	Atomic weight
Actinium.....	Ac	89	( ¹ )	Mercury.....	Hg	80	200.61
Aluminum.....	Al	13	26.98	Molybdenum.....	Mo	42	95.96
Americium.....	Am	95	( ¹ )	Neodymium.....	Nd	60	144.27
Antimony.....	Sb	51	121.76	Neon.....	Ne	10	20.183
Argon.....	Ar	18	39.944	Neptunium.....	Np	93	( ¹ )
Arsenic.....	As	33	74.91	Nickel.....	Ni	28	58.71
Astatine.....	At	85	( ¹ )	Niobium.....	Nb	41	92.91
Barium.....	Ba	56	137.36	Nitrogen.....	N	7	14.008
Berkelium.....	Bk	97	( ¹ )	Nobelium.....	No	102	( ¹ )
Beryllium.....	Be	4	9.013	Osmium.....	Os	76	190.2
Bismuth.....	Bi	83	209.00	Oxygen.....	O	8	¹⁶
Boron.....	B	5	10.82	Palladium.....	Pd	46	106.4
Bromine.....	Br	35	79.916	Phosphorus.....	P	15	30.975
Cadmium.....	Cd	48	112.41	Platinum.....	Pt	78	195.09
Calcium.....	Ca	20	40.08	Plutonium.....	Pu	94	( ¹ )
Californium.....	Cf	98	( ¹ )	Polonium.....	Po	84	( ¹ )
Carbon.....	C	6	12.010	Potassium.....	K	19	39.100
Cerium.....	Ce	58	140.13	Praseodymium.....	Pr	59	140.92
Cesium.....	Cs	55	132.91	Promethium.....	Pm	61	( ¹ )
Chlorine.....	Cl	17	35.457	Protactinium.....	Pa	91	( ¹ )
Chromium.....	Cr	24	52.01	Radium.....	Ra	88	( ¹ )
Cobalt.....	Co	27	58.94	Radon.....	Rn	86	( ¹ )
Copper.....	Cu	29	63.54	Rhenium.....	Re	75	186.22
Curium.....	Cm	96	( ¹ )	Rhodium.....	Rh	45	102.91
Dysprosium.....	Dy	66	162.51	Rubidium.....	Rb	37	85.48
Einsteinium.....	Es	99	( ¹ )	Ruthenium.....	Ru	44	101.1
Erbium.....	Er	68	167.27	Samarium.....	Sm	62	150.35
Europium.....	Eu	63	152.0	Scandium.....	Sc	21	44.96
Fermium.....	Fm	100	( ¹ )	Selenium.....	Se	34	78.96
Fluorine.....	F	9	19.00	Silicon.....	Si	14	28.09
Francium.....	Fr	87	( ¹ )	Silver.....	Ag	47	107.880
Gadolinium.....	Gd	64	157.26	Sodium.....	Na	11	22.991
Gallium.....	Ga	31	69.72	Strontium.....	Sr	38	87.63
Germanium.....	Ge	32	72.60	Sulfur.....	S	16	^{32.066}
Gold.....	Au	79	197.0	Tantalum.....	Ta	73	180.95
Hafnium.....	Hf	72	178.50	Technetium.....	Tc	43	( ¹ )
Helium.....	He	2	4.003	Tellurium.....	Te	52	127.61
Holmium.....	Ho	67	164.94	Terbium.....	Tb	65	158.93
Hydrogen.....	H	1	1.0080	Thallium.....	Tl	81	204.39
Indium.....	In	49	114.82	Thorium.....	Th	90	232.05
Iodine.....	I	53	126.91	Thulium.....	Tm	69	168.94
Iridium.....	Ir	77	192.2	Tin.....	Sn	50	118.70
Iron.....	Fe	26	55.85	Titanium.....	Ti	22	47.90
Krypton.....	Kr	36	83.80	Tungsten.....	W	74	183.86
Lanthanum.....	La	57	138.92	Uranium.....	U	92	238.07
Lead.....	Pb	82	207.21	Vanadium.....	V	23	50.95
Lithium.....	Li	3	6.940	Xenon.....	Xe	54	131.30
Lutetium.....	Lu	71	174.99	Ytterbium.....	Yb	70	173.04
Magnesium.....	Mg	12	24.32	Yttrium.....	Y	39	88.92
Manganese.....	Mn	25	54.94	Zinc.....	Zn	30	65.38
Mendelevium.....	Md	101	( ¹ )	Zirconium.....	Zr	40	91.22

¹ These values are omitted because the elements do not occur in nature, and their atomic weight depends on which isotope is made.

² This is a defined value rather than an indicated one.

³ Because of natural variations in the abundance ratio of the isotopes of sulfur, the atomic weight of this element has a range of  $\pm 0.003$ .

## Standardized symbols

**10.18.** Symbols duly standardized by any national scientific, professional, or technical group are accepted as preferred forms within the field of the group. The issuing office desiring or requiring the use of such standardized symbols should see that copy is prepared accordingly.

## Signs and symbols

**10.19.** This list contains the signs and symbols frequently used in printing by this Office.

ACCENTS	CODE—Con.	ELECTRICAL—Con.
ˊ acute	• No. 4 8 pt. code dot	$\mu\Omega$ microhm; mu omega
˘ breve	• No. 4 10 pt. code dot	$\omega$ angular frequency, solid angle; omega
˜ cedilla	— No. 1 6 pt. code dash	$\Phi$ magnetic flux; farad; phi
^ circumflex	— No. 2 8 pt. code dash	$\Psi$ dielectric flux; electrostatic flux; psi
¨ dieresis	— No. 3 10 pt. code dash	$\gamma$ conductivity; gamma
` grave	▬ No. 4 8 pt. code dash	$\rho$ resistivity; rho
ˆ macron	▬ No. 4 10 pt. code dash	$\Lambda$ equivalent conductivity
˜ tilde		HP horsepower
ARROWS	COMPASS	MATHEMATICAL
→ direction	° degree	— vinculum (above letters)
↗ direction	◦ degree with period	÷ geometrical proportion
↘ direction	' minute	— difference, excess
↻ direction	' minute with period	parallel
↺ direction	" second	s parallels
↠ bold arrow	" second with period	≠ not parallels
↯ open arrow	— canceled second	absolute value
⇌ reversible reaction		· multiplied by
BULLETS	DECORATIVE	: is to; ratio
● solid circle; bullet	+ bold cross	÷ divided by
• bold center dot	✦ cross patte	∴ therefore; hence
◦ movable accent	✕ cross patte	∵ because
CHEMICAL	⊗ cross patte	∴ proportion; as
‰ salinity	⊗ (184 N)	≪ is dominated by
℥ minim	⌘ key	> greater than
ℳ exchange	⌘ (206 N)	□ greater than
↑ gas	¶ paragraph	≧ greater than or equal to
CIRCLED SYMBOLS	ELECTRICAL	≡ greater than or equal to
⊕ angle in circle	R reluctance	≧ greater than or less than
⊖ circle with parallel rule	↔ reaction goes both right and left	⋈ is not greater than
⊙ triangle in circle	↑ reaction goes both up and down	< less than
⊙ dot in circle	↑ reversible	□ less than
⊙ dot in triangle in circle	→ direction of flow; yields	≡ less than or greater than
⊕ cross in circle	→ direct current	⋈ is not less than
© copyright	⚡ electrical current	≠ smaller than
① Ceres	⇌ reversible reaction	≤ less than or equal to
② Pallas	⇌ reversible reaction	≡ less than or equal to
③ Juno	⚡ alternating current	
④ Vesta	⚡ alternating current	
CODE	⇌ reversible reaction beginning at left	
• No. 1 6 pt. code dot	⇌ reversible reaction beginning at right	
• No. 2 8 pt. code dot	Ω ohm; omega	
• No. 3 10 pt. code dot	MΩ megohm; omega	

## MATHEMATICAL—Con.

$\geq$	or $\geq$ greater than or equal to
$\leq$	equal to or less than
$\leq$	equal to or less than
$\nless$	is not greater than
$\leq$	equal to or less than
$\geq$	equal to or greater than
$\geq$	is not less than equal to or greater than
$\triangle$	equilateral
$\perp$	perpendicular to
$\vdash$	assertion sign
$\rightarrow$	approaches
$\rightarrow$	approaches a limit
$\angle$	equal angles
$\neq$	not equal to
$\equiv$	identical with
$\not\equiv$	not identical with
$\%$	score
$\approx$	or $\approx$ nearly equal to
$=$	equal to
$\sim$	difference
$\simeq$	perspective to
$\cong$	congruent to approximately equal
$\Delta$	difference between
$\diamond$	equivalent to
$($	included in
$)$	excluded from
$\subset$	is contained in
$\cup$	logical sum or union
$\cap$	logical product or intersection
$\sqrt{\phantom{x}}$	radical
$\sqrt{\phantom{x}}$	root
$\sqrt{\phantom{x}}$	square root
$\sqrt[3]{\phantom{x}}$	cube root
$\sqrt[4]{\phantom{x}}$	fourth root
$\sqrt[5]{\phantom{x}}$	fifth root
$\sqrt[6]{\phantom{x}}$	sixth root
$\pi$	pi
$e$	base (2.718) of natural system of logarithms; epsilon
$\epsilon$	is a member of; dielectric constant; mean error; epsilon
$+$	plus
$\mathbf{+}$	bold plus
$-$	minus
$\mathbf{-}$	bold minus

## MATHEMATICAL—Con.

$/$	virgule; solidus; separator; shilling
$\pm$	plus or minus
$\mp$	minus or plus
$\times$	multiplied by
$\equiv$	bold equal
$\#$	number
$\text{p}$	per
$\%$	percent
$\int$	integral
$ $	single bond
$\backslash$	single bond
$/$	single bond
$  $	double bond
$\parallel$	double bond
$\parallel$	double bond
$\bigcirc$	benzene ring
$\partial$ or $\delta$	differential; variation
$\partial$	Italian differential
$\rightarrow$	approaches limit of
$\sim$	cycle sine
$\int$	horizontal integral
$\oint$	contour integral
$\propto$	variation; varies as
$\Pi$	product
$\Sigma$	summation of; sum; sigma
$!$ or $\lfloor$	factorial product

## MEASURE

$\text{lb}$	pound
$\text{3}$	dram
$f\text{3}$	fluid dram
$\text{3}$	ounce
$f\text{3}$	fluid ounce
$\text{O}$	pint

## MISCELLANEOUS

$\S$	section
$\dagger$	dagger
$\ddagger$	double dagger
$\%$	account of
$\%$	care of
$\%$	score
$\P$	paragraph
$\text{b}$	Anglo-Saxon
$\text{C}$	center line
$\circ$	conjunction
$\perp$	perpendicular to
$"$	ditto

## MISCELLANEOUS—Con.

$\propto$	variation
$\text{R}$	recipe
$\rightrightarrows$	move right
$\leftrightsquigarrow$	move left
$\textcircled{\circ}$ or $\textcircled{\circ}$ or $\textcircled{1}$	annual
$\textcircled{\circ\circ}$ or $\textcircled{2}$	biennial
$\in$	element of
$\textcircled{\circ}$	scruple
$f$	function
$!$	exclamation mark
$\oplus$	plus in square
$\text{A}$	perennial
$\phi$	diameter
$\oslash$	opposition
$\bar{c}$	mean value of $c$
$\text{U}$	mathmodifier
$\subset$	mathmodifier
$\square$	dot in square
$\triangle$	dot in triangle
$\boxtimes$	station mark
$@$	at

## MONEY

$\text{¢}$	cent
$\text{¥}$	yen
$\text{£}$	pound sterling
$\text{m}$	mills

## MUSIC

$\natural$	natural
$\flat$	flat
$\sharp$	sharp

## PLANETS

$\text{♁}$	Mercury
$\text{♀}$	Venus
$\oplus$	Earth
$\text{♂}$	Mars
$\text{♃}$	Jupiter
$\text{♄}$	Saturn
$\text{♅}$	Uranus
$\text{♆}$	Neptune
$\text{♇}$	Pluto
$\text{♊}$	dragon's head, ascending node
$\text{♋}$	dragon's tail, descending node
$\text{♌}$	conjunction
$\text{♍}$	opposition
$\textcircled{\circ}$ or $\textcircled{\circ}$	Sun
$\textcircled{\circ}$	Sun's lower limb
$\textcircled{\circ}$	Sun's upper limb
$\textcircled{\circ}$	solar corona



## PLANETS—Con.

⊕	solar halo
●	Moon
●	new moon
☾	first quarter
☾	first quarter
☾	first quarter
☾	third quarter
☾	last quarter
☾	last quarter
☾	last quarter
○	full moon
☾	full moon
☾	eclipse of Moon
☾	lunar halo
☾	lunar corona
♀	Ceres
	Pallas
♂	Juno
	Vesta

## PUNCTUATION

{ }	
[ ]	brackets
( )	parentheses
< >	square parentheses
¡	Spanish quote
¿	Spanish open quote

## SEX

♂ or ♂	male
□	male, in charts
♀	female
○	female, in charts
♀	hermaphrodite

## SHAPES

◆	solid diamond
---	---------------

## SHAPES—Con.

◇	open diamond
○	circle
▲	solid triangle
△	triangle
□	square
■	solid square
▭	parallelogram
□	rectangle
▭	double rectangle
★	solid star
☆	open star
└	right angle
∠	angle
✓	check
✓	check
ß	German ss
ß	italic German ss
☞	index
☞	solid index
☞	index
☞	index

SOILS¹

Q	Quaternary
T	Tertiary
K	Cretaceous
J	Jurassic
Tri	Triassic
P	Permian
P	Pennsylvanian
M	Mississippian
D	Devonian
S	Silurian
O	Ordovician
C	Cambrian
pC	Precambrian
C	Carboniferous

## VERTICAL

	5 unit vertical
	8 point vertical
	9 unit vertical

## WEATHER

T	thunder
☉	thunderstorm;
	sheet lightning
☉	sheet lightning
↓	precipitate
☉	rain
←	floating ice crystals
↔	ice needles
▲	hail
⊗	sleet
∞	glazed frost
□	hoarfrost
✓	frostwork
*	snow or sextile
☒	snow on ground
+	drifting snow (low)
≡	fog
∞	haze
△	Aurora

## ZODIAC

♈	Aries; Ram
♉	Taurus; Bull
♊	Gemini; Twins
♋	Cancer; Crab
♌	Leo; Lion
♍	Virgo; Virgin
♎	Libra; Balance
♏	Scorpio; Scorpion
♐	Sagittarius; Archer
♑	Capricornus; Goat
♒	Aquarius; Water bearer
♓	Pisces; Fishes

¹ Standard letter symbols used by the Geological Survey on geologic maps. Capital letter indicates the system and one or more lowercased letters designate the formation and member where used.

## 11. ITALIC

(See also Courtwork; Symbols; Datelines, Addresses, and Signatures)

11.1. Italic is sometimes used to differentiate or to give greater prominence to words, phrases, etc. However, an excessive amount of italic defeats this purpose, and its use in general work should be restricted as indicated.

### Emphasis, foreign words, titles of publications

11.2. Italic is not used for mere emphasis, foreign words, or the titles of publications unless it is specially requested and the copy is edited therefor.

11.3. In nonlegal work, *ante*, *post*, *infra*, and *supra* are italicized only when part of a legal citation. Otherwise these terms, as well as the abbreviations *id.*, *ibid.*, *op. cit.*, *et seq.*, and other foreign words, phrases, and their abbreviations, are printed in roman. (See also rule 17.8.)

11.4. When "emphasis supplied," "emphasis added," or "emphasis ours" appears in copy, it should not be changed; but "underscore supplied" should be changed to "italic supplied."

11.5. When copy is submitted with instructions to set "all roman (no italic)," these instructions will not apply to *Ordered*, *Resolved*, *Be it enacted*, etc.; titles following signatures or addresses; or the parts of datelines which are always set in italic.

### Names of aircraft, vessels, and spacecraft

11.6. The names of aircraft, vessels, and spacecraft are italicized unless otherwise indicated; in lists set in columns and in stubs and reading columns of tables consisting entirely of names of vessels and aircraft, they will be set in roman. Manned and unmanned spacecraft and missiles will be caps and lowercase and will not be italicized.

SS *America*; the liner *America*  
the *Friendship*  
the Bermuda *Clipper*  
U.S.S. *Nautilus* (submarine)  
U.S.S. *Wisconsin*  
ex-U.S.S. *Savannah*  
USCGS (U.S. Coast and Geodetic Survey) ship *Pathfinder*  
USCG (U.S. Coast Guard) cutter *Thetis*; CG cutter *Thetis*  
the *U-7*  
destroyer *31*  
H.M.S. *Hornet*  
HS (hydrofoil ship) *Denison*

MS (motorship) *Richard*  
FPV (free piston vessel) *James*  
GTS (gas turbine ship) *Alexander*  
NS (nuclear ship) *Savannah*  
MV (motor vessel) *Havtroll*  
*Freedom 7*; *Friendship 7* (U.S. spaceships)  
*West Virginia* class or type  
the *Missouri's* (roman "s") turret  
the *U-7's* (roman "s") deck  
but B-50 (type of plane)  
LST-1155  
DD-822  
Mig; Mig-21

11.7. Names of vessels are quoted in matter printed in other than lowercase roman.

*Sinking of the "Lusitania"*  
SINKING OF THE "LUSITANIA"

*Sinking of the "Lusitania"*  
SINKING OF THE "LUSITANIA"

**Names of legal cases.** (See rule 17.12.)

11.8. The names of legal cases are italicized, except the *v.* When requested, the names of such cases may be set in roman with italic *v.*

"The Hornet" and "The Hood," 124	but John Doe against Richard Roe
F. (2d) 45	the <i>Cement case</i>
<i>Smith v. Brown et al.</i>	SMITH <i>v.</i> BROWN ET AL. (heading)
<i>Smith Bros. case</i> (172 App. Div. 149)	SMITH <i>v.</i> BROWN ET AL.
<i>Smith Bros. case, supra</i>	(heading)
<i>Smith Bros. case</i>	<i>Durham rule</i>
As cited in <i>Smith Bros.</i>	<i>Brown decision</i>
<i>John Doe v. Richard Roe</i>	

**Scientific names**

11.9. The scientific names of genera, subgenera, species, and subspecies (varieties) are italicized, but are set in roman in italic matter; the names of groups of higher rank than genera (phyla, classes, orders, families, tribes, etc.) are printed in roman.

*A.s. perpallidus*  
*Dorothia?* sp. (roman "?")  
*Tsuga canadensis*  
*Cypripedium parviflorum* var. *pubescens*  
the genera *Quercus* and *Liriodendron*  
the family Leguminosae  
*Measurements of specimens of Cyanoderma erythroptera neocara*

11.10. Quotation marks should be used in place of italic for scientific names appearing in lines set in caps, caps and small caps, or bold-face, even if there is italic type available in the series.

**Words and letters**

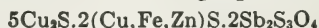
11.11. The words *Resolved*, *Resolved further*, *Provided*, *Provided, however*, *Provided further*, *And provided further*, and *ordered*, in bills, acts, resolutions, and formal contracts and agreements are italicized; also the words *To be continued*, *Continued on p. —*, *Continued from p. —*, and *See* and *see also* (in indexes and tables of contents only).

*Resolved*, That (resolution)  
*Resolved by the Senate and House of Representatives of the United States of America in Congress assembled*, That  
[*To be continued*] (centered; no period)  
[*Continued from p. 3*] (centered; no period)  
*see also Mechanical data* (index entry)

11.12. All letters (caps, small caps, lowercase, superiors, and inferiors) used as symbols are italicized (except as provided by rule 8.122), but in italic matter roman letters are used. Chemical symbols (even in italic matter) and certain other standardized symbols are set in roman. (See also rules 6.44 and 10.8.)

*n*th degree; *x* dollars

$$D + 0.025 V_m^{2.7} = \frac{0.042}{G-1} V_m^{2.7}$$



11.13. Letter designations in mathematical and scientific matter, except chemical symbols, are italicized.

11.14. Letter symbols used in legends to illustrations, drawings, etc., or in text as references to such material, are set in italic without periods and are capitalized if so shown in copy.



**11.15.** Letters (*a*), (*b*), (*c*), etc., and *a*, *b*, *c*, etc., used to indicate sections or paragraphs are italicized in general work but not in laws and other legal documents. (See rule 8.101, where stated to be in parentheses.)

**11.16.** Parentheses, brackets, and superior reference figures adjoining italicized words are always set in roman. In italic matter, a punctuation mark immediately following a roman parenthesis or bracket is also set in roman. Other punctuation marks match the type of the words they adjoin. (See also rule 8.155.)

## NOTES

## 12. NUMERALS

(See also Tabular Work; Leaderwork)

**12.1.** Most rules for the use of numerals are based on the general principle that the reader comprehends numerals more readily than numerical word expressions, particularly in technical, scientific, or statistical matter. However, for special reasons numbers are spelled out in indicated instances.

**12.2.** The following rules cover the most common conditions that require a choice between the use of numerals and words. Some of them, however, are based on typographic appearance rather than on the general principle stated above.

**12.3.** Arabic numerals are generally preferable to Roman numerals.

### NUMBERS EXPRESSED IN FIGURES

**12.4.** A figure is used for a single number of 10 or more with the exception of the first word of the sentence. (See also rules 12.9, 12.23.)

50 ballots  
10 guns

24 horses  
nearly 10 miles

about 40 men  
10 times as large

### Numbers and numbers in series

☆**12.5.** Figures are used in a group of 2 or more numbers, or for related numbers, any one of which is 10 or more. The sentence will be regarded as a unit for the use of figures.

Each of 15 major commodities (9 metal and 6 nonmetal) was in supply.  
*but* Each of nine major commodities (five metal and four nonmetal) was in supply.

Petroleum came from 16 fields, of which 8 were discovered in 1956.  
*but* Petroleum came from nine fields, of which eight were discovered in 1956.

That man has 3 suits, 2 pairs of shoes, and 12 pairs of socks.  
*but* That man has three suits, two pairs of shoes, and four hats.

Of the 13 engine producers, 6 were farm equipment manufacturers, 6 were principally engaged in the production of other types of machinery, and 1 was not classified in the machinery industry.

*but* Only nine of these were among the large manufacturing companies, and only three were among the largest concerns.

There were three 6-room houses, five 4-room houses, and three 2-room cottages, and they were built by 20 men. (See rule 12.21.)

There were three six-room houses, five four-room houses, and three two-room cottages, and they were built by nine men.

Only 4 companies in the metals group appear on the list, whereas the 1947 census shows at least 4,400 establishments.

*but* If two columns of sums of money add or subtract one into the other and one carries points and ciphers, the other should also carry points and ciphers.

At the hearing, only one Senator and one Congressman testified.

There are four or five things which can be done.



☆12.6. A unit of measurement, time, or money (as defined in rule 12.9), which is always expressed in figures, does not affect the use of figures for other numerical expressions within a sentence.

Each of the five girls earned 75 cents an hour.

Each of the 15 girls earned 75 cents an hour.

A team of four men ran the 1-mile relay in 3 minutes 20 seconds.

This usually requires from two to five washes and a total time of 2 to 4 hours.

This usually requires 9 to 12 washes and a total time of 2 to 4 hours.

The contractor, one engineer, and one surveyor inspected the 1-mile road.

*but* There were two six-room houses, three four-room houses, and four two-room cottages, and they were built by nine men in thirty 5-day weeks. (See rule 12.21.)

## 12.7. Figures are used for serial numbers.

Bulletin 725  
Document 71  
pages 352-357  
lines 5 and 6  
paragraph 1  
chapter 2  
290 U.S. 325

Genesis 39: 20 (full space after colon)  
Whitehall 2-8367 (telephone number);  
942-8367  
the year 1931  
1721-1727 St. Clair Avenue  
*but* Letters Patent No. 2,189,463

## 12.8. A colon preceding figures does not affect their use.

The result was as follows: 12 voted yea, 4 dissented.

The result was as follows: nine voted yea, four dissented.

## Measurement and time

12.9. Units of measurement and time, actual or implied, are expressed in figures.

### a. Age:

6 years old  
52 years 10 months 6 days  
a 3-year-old  
at the age of 3 (*years* implied)

### b. Clock time (see also Time):

4:30 p.m.  
10 o'clock or 10 p.m. (*not* 10 o'clock p.m.; 2 p.m. in the afternoon; 10:00 p.m.); 12 m. (noon); 12 p.m. (midnight); this p.m.; in the p.m.  
half past 4  
4^h30^m or 4.5^h, in scientific work, if so written in copy  
0025, 2359 (astronomical and military time)

### c. Dates:

June 1935; June 29, 1935 (*not* June, 1935, *nor* June 29th, 1935)  
March 6 to April 15, 1935 (*not* March 6, 1935, to April 15, 1935)  
May, June, and July 1935 (*but* June and July 1935)  
15 April 1951 (military)  
the 2d (or 3d) instant  
4th of July (*but* Fourth of July, meaning the holiday)  
the 1st [day] of the month (*but* the last of April or the first [part] of May, *not* referring to specific days)

In referring to a fiscal year, consecutive years, or a continuous period of 2 years or more, when contracted, the forms 1906-38, 1931-32, 1801-2, 1875-79 are used (*but* 1895-1914, 1900-1901); for two or more separate years not representing a continuous period, a comma is used instead of a dash (1875, 1879); if the word *from* precedes the year or the word *inclusive* follows it, the second year is not shortened and the word *to* is used in lieu of the dash (from 1933 to 1936; 1935 to 1936, inclusive).

In dates, *A.D.* precedes the year (*A.D.* 937); *B.C.* follows the year (254 *B.C.*).

- d. Decimals: In text a cipher should be supplied before a decimal point if there is no unit, and ciphers should be omitted after a decimal point unless they indicate exact measurement.
- 0.25 inch; 1.25 inches  
silver 0.900 fine  
specific gravity 0.9547  
gage height 10.0 feet
- but* .30 caliber (meaning 0.30 inch, bore of small arms);  
30 calibers (length)
- e. Degrees, etc. (spaces omitted):
- longitude 77°04'06'' E.  
latitude 49°26'14'' N.  
35°30'; 35°30' N.  
a polariscope test of 85°  
45.5° to 49.5° below zero  
an angle of 57°  
strike N. 16° E.  
dip 47° W. or 47° N. 31° W.
- gravity 16.6° B  
25.5' (preferred); *also* 25'.5 or 25.5, as in copy  
*but* two degrees of justice; 12 degrees of freedom  
32d degree Mason  
150 million degrees Fahrenheit
- f. Market quotations:
- 4½ percent bonds  
Treasury bonds sell at 95  
Metropolitan Railroad, 109
- gold is 109  
wheat at 2.30  
sugar, .03; *not* 0.03
- g. Mathematical expressions:
- multiplied by 3
- divided by 6
- h. Measurements:
- 7 meters  
about 10 yards  
8 by 12 inches  
8- by 12-inch page  
2 feet by 1 foot 8 inches by  
1 foot 3 inches  
1½ miles  
6 acres  
9 bushels  
1 gallon  
3 ems  
20/20 (vision)
- 30/30 (rifle)  
60μ  
2,500 horsepower  
15 cubic yards  
6-pounder  
80 foot-pounds  
10s (for yarns and threads)  
*but* tenpenny nail; fourfold;  
three-ply; five votes; six  
bales; two dozen; one gross;  
zero miles (see also rule  
12.22)
- i. Money:
- \$3.65; \$0.75; 75 cents; 0.5 cent  
\$3 (*not* \$3.00) per 200 pounds  
75 cents apiece  
Rs32,25,644 (Indian rupees)  
2.5 francs or fr2.5
- £2 4s. 6d.  
T£175  
65 yen  
¥265
- j. Percentage:
- 12 percent; 25.5 percent; 0.5 percent (*or* one-half of 1 percent)  
3.65 bonds; 3.65s; 5-20 bonds; 5-20s; 4½s; 3s (see also rule 5.28)  
50-50 (colloquial expression)  
5 percentage points
- k. Proportion:
- 1 to 4  
1-3-5
- 1:62,500 (equal space each side of colon)
- l. Time (see also Clock time):
- 6 hours 8 minutes 20 seconds  
10 years 3 months 29 days  
8 days  
7 minutes  
1 month  
3 fiscal years
- but* four centuries; three decades;  
three quarters (9 months)  
statistics of any one year  
in a year or two  
four afternoons
- m. Unit modifiers:
- 5-day week  
8-year-old wine  
8-hour day  
10-foot pole  
¾-inch pipe  
5-foot-wide entrance
- 10-million-peso loan  
a 5-percent increase  
20th-century progress  
*but* two-story house  
five-man board  
\$20 million airfield

## n. Game scores:

1 up (golf)

3 to 2 (baseball)

7 to 6 (football), etc.

2 all (tie)

**Ordinal numbers**

**12.10.** Except as indicated in rules 12.11 and 12.19, and also for day preceding month, figures are used in text and footnotes to text for serial ordinal numbers beginning with *10th*. In tables, leaderwork, footnotes to tables and leaderwork, and in sidenotes, figures are used at all times. Military units are expressed in figures at all times when not the beginning of sentence, except *Corps*. (For ordinals in addresses, see rule 12.13.)

29th of May, *but* May 29  
 First Congress; 82d Congress  
 ninth century; 20th century  
 Second Congressional District;  
 20th Congressional District  
 seventh region; 17th region  
 eighth parallel; 38th parallel  
 fifth ward; 12th ward  
 ninth birthday; 66th birthday  
 first grade; 11th grade  
 1st Army  
 2d Infantry Division

323d Fighter Wing  
 77th Regiment  
 9th Naval District  
 7th Fleet  
 7th Air Force  
 7th Task Force

*but* XII Corps (Army usage)  
 Court of Appeals for the Tenth  
 Circuit  
 Seventeenth Decennial Census  
 (title)

☆ **12.11.** When ordinals appear in juxtaposition and one of them is *10th* or more, figures are used for such ordinal numbers.

This legislation was passed in the 1st session of the 92d Congress.

He served in the 9th and 10th Congresses.

From the 1st to the 92d Congress.

He represented the 1st, 4th, and 13th wards.

We read the 8th and 12th chapters.

*but* The district comprised the first and second precincts.

He represented the first, third, and fourth regions.

**12.12.** Ordinals and numerals appearing in a sentence are treated according to the separate rules dealing with ordinals and numerals standing alone or in a group. (See rules 12.4, 12.5, and 12.24.)

The fourth group contained three items.

The fourth group contained 12 items.

The 8th and 10th groups contained three and four items, respectively.

The eighth and ninth groups contained 9 and 12 items, respectively.

**12.13.** Beginning with *10th*, figures are used in text matter for numbered streets, avenues, etc., but in tables, leaderwork, footnotes to tables and leaderwork, and sidenotes, figures are used at all time and *street*, *avenue*, etc., are abbreviated. (See also rule 9.16.)

First Street NW.; *also* in parentheses: (Fifth Street) (13th Street); 810 West 12th Street; North First Street; 1021 121st Street; 2031 18th Street North; 711 Fifth Avenue; 518 10th Avenue; 51-35 61st Avenue

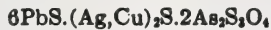
**Punctuation**

**12.14.** The comma is used in a number containing four or more digits, except in serial numbers, common and decimal fractions, astronomical and military time, and kilocycles and meters of not more than four figures pertaining to radio.



## Chemical formulas

**12.15.** In chemical formulas full-sized figures are used before the symbol or group of symbols to which they relate, and inferior figures are used after the symbol. (See also rules 6.44 and 10.17.)



## NUMBERS SPELLED OUT

**12.16.** Numerals are spelled out at the beginning of a sentence or head. Rephrase a sentence or head to avoid beginning with figures.

Five years ago * * *; *not* 5 years ago * * *  
 Five hundred and fifty men are employed * * *; *not* 550 men are employed * * *  
 "Five-Year Plan Announced"; *not* "5-Year Plan Announced" (head)  
 Although 1965 may seem far off, it * * *; *not* 1965 may seem far off, it * * *  
 Government employees numbering 207,843 * * *; *not* 207,843 Government employees * * *  
 Benefits amounting to \$69,603,566 * * *; *not* \$69,603,566 worth of benefits * * *

**12.17.** In testimony, hearings, transcripts, and Q. and A. matter, figures are used immediately following Q. and A. or name of interrogator or witness for years (e.g., 1958), sums of money, decimals, street numbers, and for numerical expressions beginning with 101.

Mr. BIRCH, Junior. 1957 was a good year.

Mr. BELL. \$1 per share was the return. Two dollars in 1956 was the alltime high. Nineteen hundred and seventy-eight may be another story.

Lieutenant Colonel DAVIS. 92 cents.

Mr. SMITH. 12.8 people.

Mr. JONES. 1240 Pennsylvania Avenue NW., Washington, D.C. 20004.

Mr. SMITH. Ninety-eight persons.

Q. 101 years? *But* Q. One hundred years?

A. 200 years.

Mr. SMITH. Ten-year average would be how much?

**12.18.** A spelled-out number should not be repeated in figures, except in legal documents. In such instances these forms will be observed:

five (5) dollars, *not* five dollars (5)

ten dollars (\$10), *not* ten (\$10) dollars

**12.19.** Numbers mentioned in connection with serious and dignified subjects such as Executive orders, legal proclamations, and in formal writing are spelled out.

the Thirteen Original States

in the year nineteen hundred and forty-four

the Seventy-eighth Congress

millions for defense but not one cent for tribute

threescore years and ten

**12.20.** Numbers larger than 1,000, if spelled out, should be in the following form:

two thousand and twenty

one thousand eight hundred and fifty

one hundred and fifty-two thousand three hundred and five

eighteen hundred and fifty (serial number)

**12.21.** Numbers of less than 100 preceding a compound modifier containing a figure are spelled out.

two ¾-inch boards

twelve 6-inch guns

*but* 120 8-inch boards

three four-room houses

**12.22. Indefinite expressions are spelled out.**

the seventies; the early seventies; <i>but</i> the early 1870's or 1870's	twelfefold; thirteenfold; fortyfold; hundredfold; twentyfold to
a thousand and one reasons	thirtyfold (see rule 6.23 p. 76)
between two and three hundred horses ¹	<i>but</i> 1 to 3 million
midthirties	mid-1951
in his eighties, <i>not</i> his '80's	40-odd people; nine-odd people
<i>nor</i> 80's	40-plus people
	100-odd people
	3½-fold; 250-fold; 2.5-fold; 41-fold

The words *nearly*, *about*, *around*, *approximately*, etc., do not constitute indefinite expressions.

**12.23.** Except as indicated in rules 12.5 and 12.9, a number less than 10 is spelled out within a sentence.

six horses	<i>but</i> 3½ cans
five wells	2½ times or 2.5 times
eight times as large	

**12.24.** For typographic appearance and easy grasp of large numbers beginning with *million*, the word *million* or *billion* is used.

The following are guides to treatment of figures as submitted in copy. If copy reads—

\$12,000,000, <i>change to</i> \$12 million
2,750,000,000 dollars, <i>change to</i> \$2,750 million
2.7 million dollars, <i>change to</i> \$2.7 million
2¾ million dollars, <i>change to</i> \$2¾ million
two and one-half million dollars, <i>change to</i> \$2½ million
a hundred cows, <i>change to</i> 100 cows
a thousand dollars, <i>change to</i> \$1,000
a million and a half, <i>change to</i> 1½ million
two thousand million dollars, <i>change to</i> \$2,000 million
less than a million dollars, <i>change to</i> less than \$1 million
<i>but</i> \$2,700,000, <i>do not change to</i> \$2.7 million
<i>also</i> \$10 to \$20 million; 10 or 20 million; between 10 and 20 million; \$10 million or \$20 million; if in copy, follow
4 millions of assets
amounting to 4 millions
\$1,270,000
\$1,270,200,000
\$2¾ billion; \$2.75 billion; \$2,750 million
\$500,000 to \$1 million
300,000; <i>not</i> 300 thousand
½ billion to \$1¼ billion (note full figure with second fraction); \$1¼ to \$1½ billion.
three-quarters of a billion dollars
5 or 10 billion dollars' worth (see rule 8.14)

**12.25.** Related numbers appearing at the beginning of a sentence, separated by no more than three words, are treated alike.

Fifty or sixty miles away is snowclad Mount McKinley.

¹ Better: Between 200 and 300 horses.

## Fractions

**12.26.** Fractions standing alone, or if followed by *of a* or *of an*, are generally spelled out. (See also rule 12.28.)

three-fourths of an inch; *not*

$\frac{3}{4}$  inch *nor*  $\frac{3}{4}$  of an inch

one-half inch

one-half of a farm; *not*  $\frac{1}{2}$  of a farm

one-fourth inch

or, if copy so reads:

three-quarters of an inch

half an inch

a quarter of an inch

one-tenth

one-hundredth

two one-hundredths

one-thousandth

five one-thousandths

thirty-five one-thousandths

but  $\frac{1}{2}$  to  $1\frac{1}{4}$  pages

$\frac{1}{2}$ -inch pipe

$\frac{1}{2}$ -inch-diameter pipe

$3\frac{1}{2}$  cans;  $2\frac{1}{2}$  times

**12.27.** Piece and em fractions ( $\frac{1}{4}$ ,  $\frac{1}{2}$ ,  $\frac{3}{4}$ ,  $\frac{2}{3}$ ,  $\frac{5}{8}$ ,  $\frac{7}{8}$ ,  $\frac{1}{2954}$ ) or the shilling mark with full-sized figures ( $1\frac{1}{4}$ ,  $1\frac{1}{2954}$ ) may be used only when either is specifically requested. A comma should not be used in any part of a built-up fraction of four or more digits or in decimals.

**12.28.** Fractions are used in a unit modifier.

$\frac{1}{2}$ -inch pipe; *not* one-half-inch pipe

$\frac{1}{4}$ -mile run

$\frac{3}{8}$ -point rise

## ROMAN NUMERALS

**12.29.** A repeated letter repeats its value; a letter placed after one of greater value adds to it; a letter placed before one of greater value subtracts from it; a dashline over a letter denotes multiplied by 1,000.

I.....	1	XXIX.....	29	LXXV.....	75	DC.....	600
II.....	2	XXX.....	30	LXXIX.....	79	DCC.....	700
III.....	3	XXXV.....	35	LXXX.....	80	DCCC.....	800
IV.....	4	XXXIX.....	39	LXXXV.....	85	CM.....	900
V.....	5	XL.....	40	LXXXIX.....	89	M.....	1,000
VI.....	6	XLV.....	45	XC.....	90	MD.....	1,500
VII.....	7	XLIX.....	49	XCV.....	95	MM.....	2,000
VIII.....	8	L.....	50	XCIX.....	99	MMM.....	3,000
IX.....	9	LV.....	55	C.....	100	MMMM or M $\bar{V}$ .....	4,000
X.....	10	LIX.....	59	CL.....	150	$\bar{V}$ .....	5,000
XV.....	15	LX.....	60	CC.....	200	M.....	1,000,000
XIX.....	19	LXV.....	65	CCC.....	300		
XX.....	20	LXIX.....	69	CD.....	400		
XXV.....	25	LXX.....	70	D.....	500		

## Dates

MDC.....	1600	MCMX.....	1910	MCML.....	1950
MDCC.....	1700	MCMXX.....	1920	MCMLX.....	1960
MDCCO.....	1800	MCMXXX.....	1930	MCMLXX.....	1970
MCM or MDCCCC.....	1900	MCMXL.....	1940		



## NOTES

## 13. TABULAR WORK

(See also Abbreviations; Leaderwork)

(See pp. 216–217 for sample table and tabular terms)

**13.1.** The object of a table is to present in a concise and orderly manner information that cannot be presented so clearly in any other way.

**13.2.** Tabular material should be kept as simple as possible, so that the meaning of the data can be easily grasped by the user. Tables should be stamped to indicate whether they leader from top or bottom.

☆**13.3.** Tables shall be set without down (vertical) rules when there is at least an em quad between columns, except where: (1) In the judgment of the Government Printing Office down rules are required for clarity; (2) boxheads run up; or (3) the agency has indicated on the copy they are to be used. The mere presence of down rules in copy or enclosed sample is not considered a request that down rules be used. Unless otherwise specified, tables will be set 6-point solid and, when down rules are specified, 2-point hairline rules will be used. (See rule 2.3.)

### Abbreviations

**13.4.** To avoid burdening tabular text, commonly known abbreviations (see rule 9.48 and abbreviation rules) are used in tables. Metric and unit-of-measurement abbreviations (p. 163) are used with figures.

**13.5.** The names of months (except May, June, and July) when followed by the day are abbreviated; otherwise months are spelled. However, in narrow reading columns or boxheads consisting solely of single months, the months may be abbreviated. (For examples, see rules 13.42, 13.61, 13.64; table, pp. 216–217.)

**13.6.** The words *street*, *avenue*, *place*, *road*, *square*, *boulevard*, *terrace*, *drive*, *court*, and *building*, following name or number, are abbreviated. For the numbered streets, avenues, etc., figures are used.

**13.7.** Abbreviate the words *United States* if preceding the word *Government*, the name of any Government organization, or as an adjective generally. (See rules 9.9–9.10.)

**13.8.** Use the abbreviations *RR.* and *Ry.* following name (except as indicated in rule 9.27), and *SS*, *MS*, etc., preceding name.

**13.9.** Use *lat.* and *long.* with figures.

**13.10.** Abbreviate, when followed by figures, the various parts of publications, as *article*, *part*, *section*, etc. (See rule 9.38.)

**13.11.** Use, generally, such abbreviations and contractions as *90th Cong.*, *2d sess.*, *H. Res. 5*, *H.J. Res. 21*, *S. Doc. 62*, *S. Rept. 410* (see rules 9.42–9.43, p. 155), *Rev. Stat.*, etc.

**13.12.** In columns containing names of persons, copy is followed as to abbreviations of given names.

**13.13.** Periods are not used after abbreviations followed by leaders, but are used before footnote references.

**Bearoff.** (See p. 216 and examples throughout chapter.)

☆**13.14.** An en space is used for bearoff on both sides within the allotted column width or em cast (or down rules if they cannot be avoided), in an inside reading or date column, from the cast (or rule), on the right in a figure column, and from the adjacent cast (or rule) in an outside reading or date column.

☆**13.15.** In a crowded table, when down rules are necessary, the bearoff may be omitted in figure columns.

**13.16.** Indicated clears and indentions are in addition to bearoffs.

☆**13.17.** Fractions are set flush to the right of the allotted em cast (or flush to the rule), as shown in examples to rule 13.130, except in double-up tables, in column preceding rule (6-point column rule), and in tables in rules. (See rules 13.89 and 13.162.)

☆**13.18.** Mathematical signs, parentheses, fractions, and brackets, when preceded by figures, are not borne off, provided the following column has a bearoff.

## Boxheads

### Horizontal

**13.19.** Periods are omitted after all boxheads, but a dash is used after any boxhead which reads into the following matter.

**13.20.** Boxheads run crosswise wherever practicable.

☆**13.21.** Use center dashes for dash lines under spanner boxes. Where down rules are used, all horizontal rules are to be set with inferior low-line dashes. The shoulder on these dashes will take the place of the usual quadline above a rule.

**13.22.** Boxheads are set solid (even in leaded tables), and bear off an em space above and no bearoff below.

☆**13.23.** Boxheads are centered in columns up to, and including, 12 ems in width (except congressional style where they are set flush with column; i.e., left over reading columns and right over figure columns, all heads alining on bottom across the table). The first line should be the longest, and should be set as full as possible; good appearance must not be sacrificed by dividing short words or making two-letter divisions.

**13.24.** Boxheads in columns over 12 ems in width are centered, with hanging indention for heads of three lines or more. (See also rule 13.147.)

**13.25.** Boxheads requiring leaders are set in the same style as the stub column. However, where the item consists of only one word or is very short, it may be centered linewise in the column, and followed by leaders.

### No-Down-Rule Style (Preferred)

Hours in additional storage.....	Percent moisture content					
	75	¹ 125	210	315	365	550
Package combustions:						
Impregnated—single lam.....	3.5	3.9	4.6	² 3.5	7.1	6.6
Plain—single lam.....	3.8	5.1	7.8	6.5	12.8	7.6

¹ Stored at intervals.

² Slight variance.



No-Down-Rule Style (Preferred)

Moisture.....	Hours in storage					
	13.5	2.9	4.6	5.1	5.9	6.2
Package combustions:						
Impregnated—single lam.....	75	( ¹ )	85	90	95	100
Plain—single lam.....	78	83	88	93	98	103

¹ Moisture content reduced under 75 hours' duration.

² 80: stored in 2 intervals of 40 hours each.

**13.26.** To avoid use of scabbards (dividing a quadline), boxheads will not be centered vertically with equal division of space top and bottom when such centering will require dividing a quadline. In such cases, scabbards will not be used, and the head will be off center 3 points in 6-point tables. Low-line or high dashes will be used.

No-Down-Rule Style (Preferred)

Function	Ore containing 35		Ore and residuum also containing 10 to 35		Ore containing 5	
	□		□		□	
	Tons	Mn content	Short tons (percent)	Mn content (short tons)	Mn content	Mn content analysis (short tons)
Domestic.....	126, 135	56	22. 11	200	151	227

Down-Rule Style (See Rule 13.3)

Function	Ore containing 35		Ore and residuum also containing 10 to 35		Ore containing 5	
	□		□		□	
	Tons	Mn content	Short tons (percent)	Mn content (short tons)	Mn content	Mn content analysis (short tons)
Domestic.....	126, 135	56	22. 11	200	151	227

Congressional Style (Limited to Congressional Work)

Function	Ore containing 35		Ore and residuum also containing 10 to 35		Ore containing 5	
	□		□		□	
	Tons	Mn content	Short tons (percent)	Mn content (short tons)	Mn content	Mn content analysis (short tons)
Domestic.....	126, 135	56	22. 11	200	151	227

☆**13.27.** If a single box exceeds the depth of a double or triple box, the extra space is placed in the lowermost boxes. In congressional tables, however, heads aline on bottom across the table and extra space is placed above.

**13.28.** In compound boxes the greatest number of lines in a top box controls the depth of all the top boxes, unless the total depth of the head would thereby be increased; so also in each of the other boxes.

The top box of a triple boxhead may be of such depth as to make a better appearance by alining its bottom rule with the bottom rule of the second box.

### No-Down-Rule Style (Preferred)

Sex and age	Employed boys and girls whose work records were obtained						
	Total		Time of year at beginning work (depth of this box governs depth of box on left, and head set with hanging indentation, as it is over 12 ems in width and over 2 lines deep)				
	Number	Distribu- tion	June to August		September to May		Not re- ported
			Number	Distribu- tion	Number	Distribu- tion	
Boys (12 to 14).....	3,869	Percent 45.5	1,415	Percent 9.6	2,405	Percent 15.8	49

### Down-Rule Style (See Rule 13.3)

Sex and age	Employed boys and girls whose work records were obtained						
	Total		Time of year at beginning work [depth of this box governs depth of box on left, and head set with hanging indentation, as it is over 12 ems in width and over 2 lines deep]				
	Number	Distribution	June to August		September to May		Not reported
			Number	Distribution	Number	Distribution	
Boys (12 to 14) -----	3,869	Percent 45.5	1,415	Percent 9.6	2,405	Percent 15.8	49

### No-Down-Rule Style (Preferred)

TABLE 9.—*Mine production of gold, silver, copper, lead, and zinc in 1953, by classes of concentrates and crude materials, in terms of recoverable metals*

Class of material	Short tons	Gold (fine ounces)	Silver (fine ounces)	Copper (pounds)	Lead (pounds)	Zinc (pounds)
Concentrate shipped to smelters and recoverable metals						
Copper.....	220,346	763	70,357	14,242,346	9,950	6,260
Lead.....	3,931	392	48,326	72,500	5,044,750	290,980
Zinc.....	25,159	269	41,073	263,400	581,590	26,441,270
Total:						
1953.....	249,436	1,424	159,756	14,578,246	5,636,290	26,738,510
1952.....	367,430	1,789	432,122	10,622,155	13,544,875	101,923,060
Crude material shipped to smelters						
Dry gold, dry gold-silver ore.....	134	52	2,839	2,200		
Copper:						
Crude ore.....	107,270	844	39,861	2,442,882	124,100	2,200
Slag.....	421	10	165	285,421		
Lead.....	528	12	1,693	5,950	110,870	300
Mill cleanings (lead-zinc).....	31		254	1,450	8,100	4,300
Total:						
1953.....	125,749	919	45,444	30,375,754	249,710	6,890
1952.....	166,184	1,042	47,176	41,601,845	497,125	26,940

## No-Down-Rule Style (Preferred)

TABLE 6.—*Mine production of gold, silver, copper, lead, and zinc in 1953, by counties, in terms of recoverable metals (67 Stat. 623, Baxter v. Buchwald)*

County	Mines producing		Material ¹ sold or treated (short tons)	Gold (lode and placer)		Silver (lode and placer)	
	Lode	Placer		Fine ounces	Value	Fine ounces	Value
Catron.....	2	-----	48	37	\$1,295	2,433	\$2,202
Grant.....	11	-----	7,888,727	988	34,580	81,444	73,711
Guadalupe.....	1	-----	28,935	-----	-----	-----	-----
Santa Fe.....	4	1	191	3	105	685	620
Sierra.....	4	1	1,301	271	9,485	907	821
Socorro.....	15	-----	64,904	98	3,430	18,357	16,614
Total:	-----	-----	-----	-----	-----	-----	-----
1953.....	55	2	8,070,056	2,614	91,490	205,309	185,815
1952.....	66	1	9,120,841	2,949	103,215	479,318	433,807

	Copper		Lead		Zinc		Total value
	Short tons	Value	Short tons	Value	Short tons	Value	
Catron.....	-----	-----	-----	-----	-----	-----	\$3,497
Grant.....	69,871	\$40,105,954	1,524	\$399,288	12,837	\$2,952,510	43,666,043
Guadalupe.....	537	308,238	-----	-----	-----	-----	308,238
Santa Fe.....	2	1,148	13	3,406	10	2,300	7,579
Sierra.....	-----	-----	4	1,048	5	1,150	12,504
Socorro.....	55	31,570	1,327	347,674	519	119,370	518,658
Total:	-----	-----	-----	-----	-----	-----	-----
1953.....	72,477	41,601,798	2,943	771,066	13,373	3,075,790	45,725,959
1952.....	76,112	36,838,208	7,021	2,260,762	50,975	16,923,700	56,559,692

¹ Does not include gravel washed or tonnage of precipitates shipped.

**13.29.** In parallel tables, and when so prepared in divide tables, a spanner head that is divided is repeated on subsequent pages with the word *Continued*. (See pp. 218-219.)

**13.30.** In referring to quantity of things, the word *Number* in box-heads is spelled if possible.

**13.31.** In an 8-point table with a 6-point boxhead, an 8-point quad-line is inserted between head and body of table if no italic unit of quantity is given; if a unit of quantity is given, use a 6-point quad-line and set unit of quantity in 6-point italic.

☆**13.32.** Column numbers or letters in parentheses may be set within boxheads, either over or under, and are separated by a quadline above or below the deepest head. These column references align across the table. (Units of quantity are set in parentheses within boxheads in congressional tables; they are placed under but not aligned.)

## No-Down-Rule Style (Preferred)

States	Department of Agriculture				Department of Commerce		
	Commodity Credit Corporation, value of commodities donated	Special school milk program ¹	Value of commodi- ties dis- tributed within States	Disaster loans, etc. (payments to assist States in furnishing hay in drought- stricken areas) □	Civil Aero- nautics Adminis- tration— Federal airport program— regular grants	Bureau of Public Roads: Highway construction	
						Regular grants ²	Emer- gency grants ³
	(1)	(2)	(3)	(4)	(5)	(6)	(7)
Alabama.....	\$4,730,154	\$1,520,362	\$7,970,875	-----	\$79,284	\$1,176,401	\$247,515
Alaska.....	393,484	260,274	591,487	-----	297,266	12,366,106	472,749
Arizona.....	4,545,983	823,136	6,512,639	-----	127,749	9,317,853	-----



## Congressional Style (Limited to Congressional Work)

States	Department of Agriculture				Department of Commerce		
	Commodity Credit Corporation, value of commodities donated	Special school milk program ¹	Value of commodities distributed within States	Disaster loans, etc. (payments to assist States in furnishing hay in drought-stricken areas) □	Civil Aero-nautics Administration—Federal airport program—regular grants	Bureau of Public Roads: Highway construction	
						Regular grants ²	Emergency grants ³
	(1)	(2)	(3)	(4)	(5)	(6)	(7)
Alabama.....	\$4, 730, 154	\$1, 520, 362	\$7, 970, 875		\$79, 284	\$1, 176, 401	\$247, 515
Alaska.....	393, 484	269, 274	591, 487		297, 266	12, 366, 106	472, 749
Arizona.....	4, 545, 983	823, 136	6, 512, 639		127, 749	9, 317, 853	

**Runup.** (See rule 13.3.)

☆13.33. Runup boxheads are to be avoided because of the necessity of using down rules. When used, runup boxheads are to be reduced to the minimum practical depth. Running up over stub, reading, and date columns is to be avoided; and they need not run up in all parts of the table.

13.34. Runup heads are set flush, with an bearoff on top. However, heads of 12 ems or less are set ragged at the top to avoid letterspacing; heads over 12 ems are set full. All overruns, including heads making only two lines, are set with 1-em hanging indentation. (See rule 13.147; also table, pp. 216–217.)

## Down-Rule Style (See Rule 13.3)

State and division	Number					Production		Cash income from sales of cattle, calves, beef, and veal	Gross income	Value of cattle and calves slaughtered for foreign consumption	Cost of cattle shipped in for feeding
	Shipments and local slaughter		Cattle shipped for feeding and breeding	Farm slaughter		Quantity live weight	Value				
	1945	1946		1945	1946						
	Thou- sands	Thou- sands	Thou- sands	Thou- sands	Thou- sands	1,000 lb.	1,000 dol.	1,000 dol.	1,000 dol.	1,000 dol.	1,000 dol.

[1947-49=100]

Year	(1) All commodities	(2) Farm products	(3) Processed foods	(4) All commodities other than farm □ and foods	(5) Textile products and apparel	(6) Furniture and other household durables	(7) Fuel, power, and lighting materials	(8) Chemicals and allied products	(9) Rubber and rubber products	(10) Lumber and wood products	(11) Pulp, paper, and allied products
1947.....	96. 4	100. 0	98. 2	95. 3	100. 0	101. 0	90. 9	101. 4	99. 0	93. 7	98. 6
1948.....	104. 4	107. 3	106. 1	103. 4	104. 4	102. 1	107. 1	103. 8	102. 1	107. 2	102. 9
1949.....	99. 2	92. 8	95. 7	101. 3	95. 5	96. 9	101. 9	94. 8	98. 9	99. 2	98. 5

☆13.35. Leaders may be supplied in a column consisting entirely of symbols, years, or dates, only if column is to serve as stub.

# Braces

☆13.36. Braces are avoided if possible; if used they are placed in the left-hand bearoff of the column braced, within the allotted em cast (or to the right of down rules), and should extend to the complete depth of the group, including overruns. (See examples at bottom of p. 194.)

## No-Down-Rule Style (Preferred)

New Jersey.....	659,425	659,425	62.35	649,374	649,374	62.35
New York.....						
Pennsylvania, Delaware, Maryland, and the District of Columbia. ¹	2,900,499	( ² )	2,900,499 { 66.56 39.73 }	3,312,610	( ² )	3,312,610 { 66.92 39.64 }
Tennessee.....	23,187	23,187	{ 47.24 54.32 }			
Virginia.....			{ 51.03 }	19,718	19,718	{ 53.60 46.00 }
South Dakota.....	640	640	{ 51.50 }			{ 52.50 47.10 }
Texas.....	5,453	5,453	{ 45.02 }	208	208	{ 47.10 54.47 }
Oklahoma.....						
Utah.....	326,500	326,500	54.97	355,006	355,006	

¹ Where braces are used in a table containing a reading column with runover of 2 lines or more, table must leader from top to minimize depth.

## Down-Rule Style (See Rule 13.3)

New Jersey.....	659,425	659,425	62.35	649,374	649,374	62.35
New York.....						
Pennsylvania, Delaware, Maryland, and the District of Columbia.	2,900,499	( ² )	2,900,499 { 66.56 39.73 }	3,312,610	( ² )	3,312,610 { 66.92 39.64 }
Tennessee.....	23,187	23,187	{ 47.24 54.32 }			
Virginia.....			{ 51.03 }	19,718	19,718	{ 53.60 46.00 }
South Dakota.....	640	640	{ 51.50 }			{ 52.50 47.10 }
Texas.....	5,453	5,453	{ 45.02 }	208	208	{ 47.10 54.47 }
Oklahoma.....						
Utah.....	326,500	326,500	54.97	355,006	355,006	

# Centerheads, flush entries, and subentries

13.37. Centerheads over solid tables are set solid, except heads set entirely in caps, which are leaded; heads are leaded over leaded tables. Heads follow the style of the tables as to the use of figures and abbreviations.

13.38. Heads and headnotes over parallel tables center over the two-page spread of tables, except short lines. In heads over parallel tables, words are not divided between pages. (See pp. 218-219.)

13.39. In divide tables that are made up parallel, the heads and headnotes are set over parallel tables; the heads but not the headnotes repeat on each succeeding page; the word *Continued* is used.

13.40. Punctuation is omitted after centerheads. Flush entries and subentries over subordinate items are followed by a colon (single subentry to run in, preserving the colon), but a dash is used instead of a colon when the entry reads into the matter below. (See also rules 13.135-13.136.)

13.41. In reading columns if centerhead clears reading matter below at least an em and there are leaders, no space is used under the head; if there are no leaders below and centerhead clears at least an em, the quadline is omitted; if it clears less than an em, a full quadline is used. (See also rule 13.42.) However, if an overrun, dashline, etc., in another column, or in the same column, creates a blank space above the head, the extra quadline is not added.

## No-Down-Rule Style (Preferred)

25	Miscellaneous powerplant equipment.....	245,040.37
26	Roads, railroads, and bridges.....	275,900.34
Total.....		520,940.71
TRANSMISSION PLANT		
42	Structures and improvements.....	26,253.53
43	Station equipment.....	966,164.41
Total.....		992,417.94
GENERAL PLANT		
General plant:		
	Norris.....	753,248.97
	Other.....	15,335.81
Total.....		768,584.78
Grand total.....		2,281,943.43

☆13.42. Units of quantity and years used as heads in reading and figure columns are set in *italic* with a quadline above and no space below. If an overrun, etc., in another column creates a blank space above the head, the extra quadline is not added. If *italic* is not available in a font, a quadline is used both above and below the year. (See also rule 13.67.)

## No-Down-Rule Style (Preferred)

1941		1942—Con.		1942—Con.	
Oct. 1.....	35.6	15	Jan. 16.....	45.2	15
Oct. 31.....	46.0	15	Feb. 4.....	50.2	15
Nov. 14.....	40.9	18	Feb. 17.....	43.4	15
Dec. 24.....	41.7	15	Mar. 4.....	45.6	15
1942			Mar. 19.....	42.7	15
Jan. 3.....	43.9	15	Apr. 2.....	40.9	15
			Apr. 28.....	47.7	13
			May 8.....	46.5	15
			May 22.....	45.1	18
			June 9.....	47.1	14
			June 24.....	48.2	16
			July 9.....	46.6	17
			July 24.....	45.9	16
			Aug. 6.....	46.5	16

## Down-Rule Style (See Rule 13.3)

1941		1942—Con.		1942—Con.	
Oct. 1.....	35.6	15	Jan. 16.....	45.2	15
Oct. 31.....	45.0	15	Feb. 4.....	50.2	15
Nov. 14.....	40.9	18	Feb. 17.....	43.4	15
Dec. 24.....	41.7	15	Mar. 4.....	45.6	15
1942			Mar. 19.....	42.7	15
Jan. 3.....	43.9	15	Apr. 2.....	40.9	15
			Apr. 28.....	47.7	13
			May 8.....	46.5	15
			May 22.....	45.1	18
			June 9.....	47.1	14
			June 24.....	48.2	16
			July 9.....	46.6	17
			July 24.....	45.9	16
			Aug. 6.....	46.5	16

☆13.43. Where the logical construction of a table requires, it is permissible to insert subheads between table-width cross rules, or between rules spanning all columns, except stub, within the table, to indicate the data to which they refer.

## No-Down-Rule Style (Preferred)

C-302	{Chehalis silty clay } loam.	1	PK.....	2.58	9.13	1.62	0.255	2.21	0.95
			PKCa.....	2.45	8.78	1.24	.257	2.30	.95
			NPKCa.....	2.54	10.08	.95	.240	2.07	.89

## SOILS DERIVED FROM ORGANIC MATERIAL

C-303	Peat.....	1	Check.....	3.31	7.77	1.41	0.268	1.14	0.55
			P.....	3.14	6.66	1.42	.358	.83	.73
			PK.....	3.92	7.25	1.49	.310	1.78	.59
			PKCa.....	3.84	8.44	1.40	.289	1.83	.64



Down-Rule Style (See Rule 13.3)

C-302	{Chehalis silty clay loam.}	1	{PK..... PKCa..... NPKCa.....}	2.58 2.45 2.54	9.13 8.78 10.08	1.62 1.24 .95	0.255 .257 .240	2.21 2.30 2.07	0.95 .95 .89
-------	--------------------------------	---	--------------------------------------	----------------------	-----------------------	---------------------	-----------------------	----------------------	--------------------

SOILS DERIVED FROM ORGANIC MATERIAL

C-303	Peat.....	1	{Check..... P..... PK..... PKCa.....}	3.31 3.14 3.92 3.84	7.77 6.66 7.25 8.44	1.41 1.42 1.49 1.40	0.268 .358 .310 .289	1.14 .83 1.78 1.83	0.55 .73 .59 .64
-------	-----------	---	------------------------------------------------	------------------------------	------------------------------	------------------------------	-------------------------------	-----------------------------	---------------------------

Ciphers

**13.44.** Where the first number in a column or under a cross rule is wholly a decimal, a cipher is added at the left of its decimal point. A cipher used alone in a money or other decimal column is placed in the unit row and is not followed by a period. In mixed units the cipher is repeated before each decimal unless the group is totaled.

No-Down-Rule Style (Preferred)

January.....	+26.4	0	0	0	0	0	¹ +30.7	27.1+	+40.4
February.....	+66.7	0	0	0	0	0	-.9	65.8+	+98.1
March.....	+143.1	+2.6	-7.5	0	0	0	+12.4	150.6	+224.1
April.....	+168.4	+6.9	+19.1	-1.1	+1.7	+4.4	+33.0	194.2+	+289.6

Down-Rule Style (See Rule 13.3)

January.....	+26.4	0	0	0	0	0	¹ +30.7	27.1+	+40.4
February.....	+66.7	0	0	0	0	0	-.9	65.8+	+98.1
March.....	+143.1	+2.6	-7.5	0	0	0	+12.4	150.6	+224.1
April.....	+168.4	+6.9	-19.1	-1.1	+1.7	+4.4	+33.0	194.2+	+289.6

**13.45.** In columns containing both dollars and cents, ciphers will be supplied on right of decimal point in the absence of figures.

**13.46.** Where column consists of single decimal, supply a cipher on the right, unless the decimal is a cipher.

0. 6  
0  
3. 0  
4. 2  
5. 0

**13.47.** Where column has mixed decimals of two or more places, do not supply ciphers but follow copy (see table, p. 264).

0. 22453  
1. 263  
4  
2. 60  
3. 4567  
5. 3  
7  
78  
12. 6

114. 44423

**13.48.** Copy is followed in the use of the word *None* or a cipher to indicate *None* in figure columns. If neither one appears in the copy, leaders are inserted, unless a clear is specifically requested.

**13.49.** In columns of figures under the heading *£ s d*, if a whole number of pounds is given, one cipher is supplied under *s* and one under *d*; if only shillings are given, one cipher is supplied under *d*.

**13.50.** In columns of figures under *Ft In*, if only feet are given, supply cipher under *In*; if only inches are given, clear under *Ft*; if ciphers are used for *None*, place one cipher under both *Ft* and *In*.

**13.51.** In any column containing sums of money, the period and ciphers are omitted if the column consists entirely of whole dollars.

### Continued heads

**13.52.** In continued lines an em dash is used between the head and the word *Continued*. The abbreviation *Con.* is used only to avoid an overrun. If the head is in small caps, the term *continued* or *con.* is not capitalized.

**13.53.** In all heads (including tabular) set in caps, caps and small caps, or italic, the word *Continued* is set in roman cap and lowercase; in a heading set in boldface caps or lowercase, the word *Continued* is set in cap and lowercase of the same font as the head. No period is carried after a continued line.

**13.54.** Continued heads over tables are to be condensed into one line if possible. Notes above tables are not repeated unless necessary to make the table clear; but footnote references are repeated in box-heads and in continued lines unless special instructions are given not to do so.

### Dashes or rules

**13.55.** Dashes or rules are not carried in reading columns, date columns, or columns consisting of serial or tracing numbers, but are carried through all figure columns.

**13.56.** Parallel dashes are used to cut off figures from other figures below that are added or subtracted; also generally above a grand total. (For examples, see rules 13.41, 13.85, and 13.139.)

**13.57.** Rules may be used in place of dashes in a crowded table.

### Date columns

**13.58.** There are two kinds of standard date columns: (1) Each item contains month and day, and (2) each item is made up of month, day, and year.

**13.59.** In 6-point tables, standard date columns with month and day are cast  $4\frac{1}{2}$  ems for outside and 5 ems for inside columns; with month, day, and year, 7 and  $7\frac{1}{2}$  ems, respectively.

**13.60.** Standard date columns with month and day in 8- and 10-point tables are cast 4 ems for outside and  $4\frac{1}{2}$  ems for inside columns; with month, day, and year,  $6\frac{1}{2}$  and 7 ems, respectively.

**13.61.** The figures are alined on the right, and extra space, if any, is inserted between the month and day. An en comma is used between the day and the year.

No-Down-Rule Style (Preferred)

Black River, N. Y. ....	Flood Control Act, June 22, 1936.	Oct. 7, 1941	House, 405, 77th Cong., 1st sess.	Favorable.
Do. ....	Flood Control Act, July 30, 1937.	July 23, 1941	House, 326, 77th Cong., 1st sess.	
Cayuga Creek, N. Y. ....	do. ....	do. ....	do. ....	Do.
Cazenovia Creek, Erie County, N. Y. ....	Flood Control Com- mittee resolution, Apr. 23, 1942.	do. ² ....		
Chagrin River and tributaries, Ohio. ....	Flood Control Act, June 28, 1938.			Unfavorable.

**13.62.** Military-style date columns will be set as standard date columns, with 6-unit space between day and month and remaining space between month and year. No punctuation will be used.

21 Jan 21  
5 Jun 42  
12 Jul 43  
30 Sep 44

**13.63.** In 6-, 8-, and 10-point tables, military-style date columns are 5½ ems wide for outside columns and 6 ems for inside columns.

**13.64.** In a standard date column of 4½ ems or less that is the first column of a table, the month is cleared instead of being repeated or indicated by *do*.

No-Down-Rule Style (Preferred)

Jan. 22 ¹	To the Minister in Liberia (tel.) .....	115
30	From the Minister in Liberia (tel.) .....	116
Feb. 5	To the Minister in Liberia (tel.) .....	117
7	From the Minister in Liberia (tel.) .....	117

¹ See rule 13.66.

**13.65.** A standard date column is not considered a reading column, and no period is used after the date if the column is the last one of the table; however, a column consisting entirely of dates but not a standard date column is considered a reading column.

☆**13.66.** In a standard date column footnote references are placed in the right-hand bearoff within the allotted width or em cast, provided there is a bearoff on the left in the following column, with 3 units justified on such references (see table, pp. 216-217); but in a standard date column that is the last column of a table, footnote references are placed on the left with 3 units justified on the character following the references, providing there is a bearoff in the preceding column.

☆**13.67.** If the year is centered as a head in a standard date column, it is set in italic with a full quadline above but no space below. If italic is not available, a quadline will be used above and below the year. (See rule 13.42.)

**13.68.** In columns consisting entirely of single or double years, figures are centered in columns without leaders.

1898 ¹
1898
1899-1900 ¹
1901-2

**Ditto (do.).** (See also "Units of quantity," rule 13.175.)

**13.69.** The abbreviation *do*. is used in reading and date columns only, lowercased and preceded by leaders when there is matter in preceding column. If ditto marks are requested, opening quotes will be used.

**13.70.** Capitalize *do*. in first and last columns.



**13.71.** Tracing columns are counted as the first and last columns of table. Tables with tracing columns leader from top.

**13.72.** All *do.*'s should be uniform throughout column; if any one is lowercased, all in the column should be lowercased and preceded by leaders. (For examples, see rule 13.61 and table, pp. 216-217.)

**13.73.** In mixed columns made up of figure and reading-matter items, *do.* is used only under the latter items.

**13.74.** *Do.* is not used—

- (1) In a figure or symbol column;
- (2) In the first line under a centerhead in the column in which the centerhead occurs;
- (3) Under a line of leaders, a dashline, or a rule;
- (4) Under an item italicized or set in boldface type for a specific reason (italic or boldface *do.* is never used; item is repeated);
- (5) Under an item consisting wholly of figures or combination of letters and figures;
- (6) Under an abbreviated unit of quantity or other abbreviations;
- (7) Under a braced group; and
- (8) Under words of three letters or less.

**13.75.** *Do.* is used, however, under a clear space and under the word *None* in a reading column.

**13.76.** *Do.* does not apply to a reference mark on the preceding item. The reference mark, if needed, is added to *do.* (See rule 13.61; table, pp. 216-217.)

**13.77.** Leaders are not used before *Do.* in the first column or before or after *Do.* in the last column.

**13.78.** In a first column 6 ems or less in width, a 1-em quad is used before *Do.*; in all other columns 6 ems or less in width, 1½ ems of leaders are used, except in a last column, in which quads are used in place of leaders. Bearoff is included.

**13.79.** In a first column more than 6 ems in width, 2 ems of quads are used before *Do.*; in all other columns more than 6 ems in width, 2½ ems of leaders are used, except in a last column, in which quads are used in place of leaders; bearoff is included. If the preceding line is indented, the indentation of *do.* is increased accordingly.

**13.80.** *Do.* under an indented item in an inside reading column, with or without matter in preceding column, is preceded by 2 ems of leaders, which are indented to aline with item above.

**13.81.** *Do.*, followed by 2 ems of leaders, is used under a unit of quantity in a stub if the unit is spelled; if the unit is abbreviated, the abbreviation is repeated. (For example, see rule 13.174.)

☆**13.82.** When so prepared, opening quotes may be used instead of the abbreviation *do.* The form *do.*, however, is preferred.

**Divide tables.** (See "Parallel and divide tables," p. 206.)

### Dollar mark

**13.83.** The dollar mark or any other money symbol is placed close to the figure; it is used only at the head of the table and under cross rules when the same unit of value applies to the entire column.

**13.84.** In columns containing mixed amounts (as money, tons, gallons, etc.), the dollar mark, pound mark, peso mark, or other symbol, as required, is repeated before each sum of money.

**13.85.** If several sums of money are grouped together, they are separated from the nonmoney group by a parallel dash, and the symbol is placed on the first figure of the separated group only.

**No-Down-Rule Style (Preferred)**

	1958	1967
Water supply available.....gallons ¹ ..	4,000,000	3,000,000
Wheat production.....bushels ¹ ..	9,000,000	8,000,000
Operations:		
Water-dispatching operations.....	\$442,496	\$396,800
Malaria control.....	571,040	426,600
Plant protection.....	134,971	58,320
Total.....	1,148,507	881,720
Number of plants.....	642	525
Percent of budget.....	96.8	78.8

[2 leads]

¹ When such designations are used in a unit column, they must be in the singular form.

[2 leads]

**NOTE.**—Preliminary figures.

[2 leads]

Source: U.S. Department of Commerce, Bureau of the Census.

**13.86.** In a double money column, dollar marks are used in the first group of figures only; en dashes or words are aligned. (See also rule 13.158.)

\$7-	\$9	\$15	\$10 to \$12
10-	12	\$16- 18	14 to 20
314-	316		
1, 014-	1, 016		

**13.87.** Dollar mark is omitted from a first item consisting of a cipher.

0	but \$0. 12
\$300	13. 43
500	15. 07
700	23. 18

**13.88.** Dollar mark should be repeated in stub or reading columns.

\$1 to \$24.....
\$25 to \$49.....
\$50 to \$74.....

**Double-up tables**

**13.89.** If the matter in the stub under a centerhead, flush entry, or subentry breaks and is carried over to the second part of a double-up table, a continued head is inserted at the top of the second part.

**No-Down-Rule Style (Preferred)**

TABLE 14.—*Production of crude petroleum, 1962-63, by districts and fields, in thousand barrels*

(Oil & Gas Journal)

District and field	1962	1963	District and field	1962	1963
Southeast:			Southeast—Continued		
Arrowhead.....	809	953½	Lovington and East.....	1,136	2,472½
Do.....	1,353	1,162	Other.....	14,648	22,183
Hare.....	2,027	2,047	Northwest ² .....	566	755
Hobbs.....	(1)	(1)			
Langlie-Mattix.....	1,635	1,669	Total.....	22,174	31,042

¹ Included in "Other" fields.

² Bureau of Mines data.

[2 leads]

Source: U.S. Department of Commerce, Bureau of the Census.

**Down-Rule Style (See Rule 13.3)****TABLE 14.—Production of crude petroleum, 1962-63, by districts and fields, in thousand barrels***[Oil & Gas Journal]*

District and field	1962	1963	District and field	1962	1963
Southeast:			Southeast—Continued		
Arrowhead.....	809	953½	Lovington and East.....	1,136	2,472½
Do.....	1,353	1,162	Other.....	14,648	22,183
Hare.....	2,027	2,047	Northwest ¹ .....	566	755
Hobbs.....	(1)	(1)	Total.....	22,174	31,042
Langlie-Mattix.....	1,635	1,669			

¹ Included in "Other" fields.² Bureau of Mines data.

[2 leads]

Source: U.S. Department of Commerce, Bureau of the Census.

☆**13.90.** A hairline rule, centered on a 6-point body, is used to separate the two parts of a double-up table. If down rules are necessary, an en-quad bearoff is used on each side of a parallel rule to separate the two parts. This also applies to leaders, dashes, and fractions in the last column of the first part, but not to rules in boxheads. (See also rules 13.129-13.131.)

**No-Down-Rule Style (Preferred)**

XII.....	4,530	6,270	7,000	XIV—Con....	7,620	10,550	11,750
	(8,710)	(13,560)	(15,060)		(13,330)	(18,480)	(20,500)
XIII.....	5,620	7,770	8,660	XV.....	8,450	11,700	13,000
	(10,900)	(15,080)	(16,750)		(15,060)	(20,900)	(23,180)
XIV.....	6,170	8,550	9,520	XVI.....	10,500	14,610	16,270
	(11,890)	(16,500)	(18,300)		(16,090)	(22,300)	(24,800)

**Down-Rule Style (See Rule 13.3)**

XII.....	4,530	6,270	7,000	XIV—Con..	7,620	10,550	11,750
	(8,710)	(13,560)	(15,060)		(13,330)	(18,480)	(20,500)
XIII.....	5,620	7,770	8,660	XV.....	8,450	11,700	13,000
	(10,900)	(15,080)	(16,750)		(15,060)	(20,900)	(23,180)
XIV.....	6,170	8,550	9,520	XVI.....	10,500	14,610	16,270
	(11,890)	(16,500)	(18,300)		(16,090)	(22,300)	(24,800)

**Figure columns**

☆**13.91.** Figures aline on the right. When it is necessary to conserve space in a table with no down rules, the right-hand bearoff may be eliminated and figures, etc., may bump to the right within the cast only, as if bumping an imaginary down rule; provided that at least an en space is retained to the left within the cast at all times. For example, when figures are set flush right in the cast, then the following column must have at least an en space so the figures do not read into the matter that follows. There will be no bearoff on leaders; they will be set flush to the right and left of the allotted em cast. (For example, see rule 13.36.)

☆**13.92.** In a crowded table, when down rules are used, the en-quad bearoff may be omitted from the figure columns (figs. against); but if only a few figures will touch the bearoff on the left (or down rule if used), it is preferable to retain the bearoff on the right. The whole table, including all parts of a divided table, must be treated alike. (For example, see rule 13.36.)



**13.93.** A one-line overrun in a figure column is set flush on right; an overrun of more than one line is indented an em on left under first line. Thin commas and justifying spaces are used.

41, 43, 51, 54, 55, 56,  
57, 69, 70, 73

24, 27, 31, 33, 37, 41,  
43, 44, 47, 48, 49,  
51, 53, 54, 61

☆**13.94.** When figures occur in parentheses, the parentheses are set within the bearoff (against down rules), and the figures alined on the right. In tables set "figs. against," parentheses are cleared. (See rule 13.90.)

**13.95.** In double rows of figures in a single column, connected by a dash, a plus or minus sign, or the word *to* or a similar connecting word, and in dates appearing in the form 2-12-43, the dashes, signs, or words are alined.

☆**13.96.** Plus or minus signs at the left of figures are placed against the figures regardless of alinement; plus and minus signs at the right of figures are placed in the bearoff within the allotted em cast (or against down rules, if used) and are cleared. (For example, see rule 13.44.)

**13.97.** Words and Roman numerals in figure columns are alined on the right with the figures, without period.

**No-Down-Rule Style (Preferred)**

Median value of livestock.....	\$224	\$62	.....
Median value of machinery.....	\$54	Small	.....
Median value of furniture.....	\$211	\$100	.....
Possessing automobiles.....	percent..	25	17
Median age.....	years.....		5.5
Median value.....			\$144
Fraternal membership:			
Men.....		IV	486
Women.....			None

**Down-Rule Style (See Rule 13.3)**

Median value of livestock.....	\$224	\$62	.....
Median value of machinery.....	\$54	Small	.....
Median value of furniture.....	\$211	\$100	.....
Possessing automobiles.....	percent..	25	17
Median age.....	years.....		5.5
Median value.....			\$144
Fraternal membership:			
Men.....		IV	486
Women.....			None

**13.98.** For symbols and letters in columns, see rules 13.163-13.164.

**13.99.** Figures (including decimal and common fractions) expressing mixed units of quantity (feet, dollars, etc.) and figures in parentheses are alined on the right.

**13.100.** Decimal points are alined except in columns containing numbers that refer to mixed units (such as pounds, dollars, and percentage) and have irregular decimals.

**13.101.** Copy preparers should indicate at top of each folio the clear necessary for decimals; indicated clear does not include bearoff.

**13.102.** In a table that is doubled up, the maker-up should transpose unnecessary clearance space so that all columns will have the proper bearoff. (For examples, see rules 13.89-13.90.)

☆**13.103.** It is preferred that all columns in a table consisting entirely of figure columns be centered.

## Footnotes and references

**13.104.** Footnotes to tables are numbered independently from footnotes to text.

**13.105.** Superior figures are used for footnote references, beginning with 1 in each table.

**13.106.** If figures might lead to ambiguity (for example, in connection with a chemical formula), asterisks, daggers, or italic superior letters, etc., may be used.

**13.107.** When an item carries several reference marks, the superior-figure reference precedes an asterisk, dagger, or similar character used for reference. (See rule 15.15.) These, in the same sequence, precede mathematical signs. A thin space is not used to bear off an asterisk, dagger, or similar character.

**13.108.** If a reference is repeated on another page, it should carry the original footnote; but, to prevent repetition, especially of a long note, it may carry instead, as a cross-reference, the words "See footnote 1 [or 2, 3, etc.], p. —."

**13.109.** Footnote references are repeated in boxheads or in continued lines over tables unless special orders are given not to do so.

**13.110.** References to footnotes are numbered consecutively across the page from left to right, and across both pages in a parallel table. (For examples, see pp. 216-219.)

**13.111.** Footnotes to a parallel table begin on the even page unless there are no references on that page. With references on each page, footnotes are made up in approximately equal depth on both pages.

**13.112.** In a divide table, references to footnotes are numbered consecutively across and down the first part of the divide, then similarly in the second part.

**13.113.** Footnote references are placed at the right in reading columns, symbol columns, and date columns, and at the left in figure columns (also at the left of such words as *None* in figure columns), and are borne off. However, if a date column is the last column, the references are placed at the left. (See also rule 13.66; table, pp. 216-217.)

**13.114.** Two or more footnote references occurring together are separated by spaces, not commas. (For example, see rule 13.174.)

☆**13.115.** In a figure or date column, a footnote reference standing alone is set in parentheses and centered. In a reading column, it is set at the left in parentheses and is followed by leaders, but in the last column it is followed by a period and quads, as if it were a word. In a symbol column it is set at left and cleared. This rule applies to punctuation marks standing alone.

**13.116.** Numbered footnotes are placed immediately beneath the table. However, if a sign or letter reference in the heading of a table is to be followed, it is not changed to become the first numbered reference mark, and the footnote to it precedes all other footnotes. If the table runs over more than one page, the appropriate footnotes go with each page.

**13.117.** For better makeup or other reason, all footnotes may be placed at the end of a table making more than one page. It is then necessary to supply at the bottom of each page "See footnotes at end of table, p. —."

**13.118.** If the footnotes to both table and text fall together at the bottom of a page, the footnotes to the table are placed above the footnotes to the text, and the two groups are separated by a 50-point rule flush on left; but if there are footnotes to the text and none to the table, the 50-point rule is omitted.

**13.119.** Footnotes to cut-in and indented tables and tables in rules are set in full measure, except when footnotes are short, they can be set in 1 em under indented table (see p. 210).

**13.120.** Footnotes are set as paragraphs, but two or more short footnotes may be combined by the maker-up in one line, with the blank spaces equalized, provided the spaces are not less than 2 ems. (See rule 2.106.)

**13.121.** In a series of short footnotes, the reference numbers are alined on the right.

**13.122.** Footnotes in measures 30 picas or wider are set doubled up.

**13.123.** The footnotes and notes to tables are set solid if the table is solid and leaded if the table is leaded.

**13.124.** Footnotes and notes to tables are usually set in type 2 points smaller than the table, but not smaller than 6 point.

**13.125.** Footnotes to tables follow tabular style in the use of abbreviations, figures, etc.

**13.126.** In footnotes, numbers are expressed in figures, even at the beginning of a note or sentence. (For fractions, see rule 13.132.)

**13.127.** If a footnote consists entirely or partly of a table or leader-work, the table is indented 3 ems on left. It should always be preceded by introductory matter carrying the reference number; if necessary, the copy preparer should add an introductory line, such as "See the following table:".

**13.128.** An explanatory paragraph without specific reference but belonging to the table rather than to the text follows the footnotes, if any, and is separated from them or from the table by 2 leads.

## Fractions

☆ **13.129.** Piece and em fractions are set on the right, in the bearoff, within the allotted em cast (or flush to the rule, on the right, if down rules are used). Whole numbers clear the fractions throughout the columns except in columns containing numbers indicating mixed units (such as pounds, dollars, and percentages), which are alined on the right.

☆ **13.130.** Where fractions of different length occur in the same column, the longest is set flush to the right of the allotted column width or em cast (or down rule if they are used) and the others are set to aline with it on the left. Copy preparers should indicate at top of each column the clear necessary for fractions.

### No-Down-Rule Style (Preferred)

Total length.....	40¾	41	0.42	43	44	0.455	46	47	48	½ inch.
Sleeve length.....	10¾	10	10	10	11	11	11	11	11	1 inch.
Armhole length.....	8¾	8½	9	9½	9½	10	10½	10½	11	Do.
Sleeve cuff length (if cuff is used)....	5½	5½	5½	5½	5½	5½	5½	5½	5½	Maximum.
Neck opening.....	26½	26	27½	28½	28	29½	30	30	31	2 inches.
Waist:										
7, 8, 9, 10 cut.....	23½	24	25½	27½	28	29½	31	32	33½	6 percent.
11, 12, 14 cut.....	22½	23½	25	26½	27½	29	30½	31½	33	Do.



## Down-Rule Style (See Rule 13.3)

Total length.....	40 $\frac{3}{4}$	41	0.42	43	44	0.455	46	47	48	$\frac{1}{2}$ inch.
Sleeve length.....	10 $\frac{5}{8}$	10	10	10	11	11	11	11	11	1 inch.
Armhole length.....	8 $\frac{5}{8}$	8 $\frac{1}{2}$	9	9 $\frac{1}{2}$	9 $\frac{1}{2}$	10	10 $\frac{1}{2}$	10 $\frac{1}{2}$	11	Do.
Sleeve cuff length (if cuff is used).....	5 $\frac{1}{2}$	5 $\frac{1}{2}$	5 $\frac{1}{2}$	5 $\frac{1}{2}$	5 $\frac{1}{2}$	5 $\frac{1}{2}$	5 $\frac{1}{2}$	5 $\frac{1}{2}$	5 $\frac{1}{2}$	Maximum.
Neck opening.....	26 $\frac{1}{2}$	26	27 $\frac{1}{2}$	28 $\frac{1}{2}$	28	29 $\frac{1}{2}$	30	30	31	2 inches.
Waist:										
7, 8, 9, 10 cut.....	23 $\frac{1}{2}$	24	25 $\frac{1}{2}$	27 $\frac{1}{2}$	28	29 $\frac{1}{2}$	31	32	33 $\frac{1}{2}$	6 percent.
11, 12, 14 cut.....	22 $\frac{1}{2}$	23 $\frac{1}{2}$	25	26 $\frac{1}{2}$	27 $\frac{1}{2}$	29	30 $\frac{1}{2}$	31 $\frac{1}{2}$	33	Do.

**13.131.** In a table that is continued or doubled up, the maker-up should transpose unnecessary clearance space so that all columns will have the proper bearoff. (See examples, rules 13.89–13.90.)

**13.132.** Fractions standing alone are expressed in figures, even at the beginning of a line, but not at the beginning of a footnote.

### Headnotes

**13.133.** Headnotes should be set in lowercase, 2 points smaller than the table but not smaller than 6 point, bracketed, and period omitted at end, even if the last statement is a complete sentence; but periods should not be omitted internally if required by sentence structure.

**13.134.** Headnotes are not repeated with continued heads unless necessary to make table clear. (See rule 13.155.)

### Indentions and overruns

#### Subentries

**13.135.** The indention of subentries is determined by the width of the stub or reading column. Subentries in columns more than 15 ems wide are indented in 2-em units; in columns 15 ems or less, with short entry lines and few overruns, 2-em indentions are also used. All overruns are indented 1 em more.

**13.136.** Subentries in columns of 15 ems or less are indented in 1-em units. Overruns are indented 1 em if there is no conflict, but are indented 2 ems to avoid conflict with the following subentry. (See example, p. 205.)

#### Total, mean, and average lines

**13.137.** All total (also mean and average) lines are indented 3 ems. In very narrow stub columns, total lines may be reduced to 1- or 2-em indention, depending on length of line.

**13.138.** Where overrun of item above conflicts, the total line is indented 1 em more. Runovers of total lines are also 1 em more.

**13.139.** It is not necessary to maintain uniform indention of the word *Total* throughout the same table. The word *Total* is supplied when not in copy.

No-Down-Rule Style (Preferred)

Wide stub column—subentries 2 ems	Total, all banks	National banks	Non-national banks	Building associations
<b>ASSETS</b>				
Loans and discounts:				
Loans to banks.....	\$74,518	\$1,267,493	\$947,289	\$135,619
Commercial and industrial loans.....	2,753,456	450,916	211,597	18,949
Total (total lines generally indent 3 ems).....	2,827,974	718,409	1,158,886	154,568
Real estate loans:				
Secured by farmland.....	12,532	29,854	186,228	19,044
Secured by residential property other than rural and farm.....	1,011,856	167,765	1,554,084	3,172,837
Total (indent 1 em more to avoid conflict with line above).....	1,024,388	194,619	1,740,312	3,191,881
Securities:				
U.S. Government obligations:				
Direct obligations:				
U.S. savings bonds.....	1,149,764	3,285,721	2,361,796	23,506
Nonmarketable bonds (including investment series A-1965).....	242,500	490,677	732,689	167,735
Total (indent 1 em more than runover above).....	1,392,264	3,776,398	3,094,485	191,241
<b>LIABILITIES</b>				
Domestic obligations:				
Notes payable locally.....	\$42,381	\$131,364	\$272,615	92,163
Obligations to States.....	135,632	86,429	183,478	185,421
Total (indent 2 ems).....	178,013	217,793	456,093	277,584
Demand deposits (if line runs over, indent 1 em more):				
U.S. Government obligations.....	2,219,787	1,542,192	3,271,486	1,563,315
States and political subdivisions:				
Obligations of foreign countries.....	621,462	443,618	321,273	871,516
Time deposits.....	1,796,821	567,392	986,125	225,381
Total (aline as below).....	4,638,070	2,553,202	4,578,884	2,660,212
Total, all sources.....	4,816,083	2,770,995	5,034,977	8,182,422
				8,690,983
				8,314,460
				6,988,247

**Italic**

13.140. Names of vessels and aircraft (except in reading columns consisting entirely of such names), titles of legal cases (except *v. for versus*), and certain scientific terms are set in italic. The word "Total" and headings in the column do not affect the application of this rule.

13.141. Set "See" and "see also" in roman. (See rule 15.22.)

**Leaders**

13.142. Leaders run across the entire table except that they are omitted from a last reading column or a first or last date column. (For example, see rule 13.61; table, pp. 216-217.)

13.143. If there is only one reading column in a table, leader from bottom line of an overrun, but when several items are listed on one item in stub, without brace and cleared, leader from top line.

**13.144.** If there is more than one reading column, leader from top line, and the overrun ends with a period. (For example, see rule 13.61; table, pp. 216-217.)

☆**13.145.** A column of dates is regarded as a reading column only if leaders are added; in all other cases it is treated as a figure column.

**13.146.** In parallel tables and in tables with tracing figures on left and right of page, leader from top line. (See example, pp. 216-217.)

**Letterspaced words.** (See also rule 13.1.)

☆**13.147.** To avoid letterspacing of lines, reading columns and runup heads of 12 ems or less are to be set ragged on right, with uniform 3-em spacing between words throughout. Lines are to be set as full as possible, in conformity with proper word division. Justify line if within 1 em of measure to make a full line. (See also rules 13.23-13.25.)

In columns over 12 ems in width, words in a line are letterspaced if more than 1½ ems would be required between words. All of a short word is letterspaced rather than only part of a long one.

#### No-Down-Rule Style (Preferred)

769	Columbus, Ohio (VOR), black skeleton tower, small white house, black base.	Columbus, Ohio (VOR), black skeleton tower, small white house, black base. Columbus, Ohio (VOR), black skeleton tower, small white house, black base.	Columbus, Ohio (VOR), black skeleton tower, small white house, black base. Columbus, Ohio (VOR), black skeleton tower, small white house, black base.
770	.....do.....	.....do.....	Columbus, Ohio (VOR), black skeleton tower, small white house, black base.
<div style="display: flex; justify-content: space-between; align-items: center;"> <span>← 10 ems</span> <span>← 11 ems</span> <span>← over 12 ems—set full →</span> </div>			

#### Numerals in tables

**13.148.** Figures, ordinals, and fractions are used in all parts of a table, except fractions which will be spelled out at the beginning of a footnote. (See also rules 13.126, 13.132, and 13.162.)

**Overruns.** (See “Indentions and overruns,” p. 204.)

#### Parallel and divide tables

**Parallel tables.** (For examples, see pp. 218-219.)

**13.149.** Parallel tables are set in pairs of pages, beginning on a left-hand page and running across to facing right-hand page; leader from top line.

**13.150.** Heads and headnotes center across the pair of pages, with 2-em hanging indention for three or more lines when combined measure exceeds 30 picas in width. Two-line heads are set across the pair of pages. A single-line head or headnote is divided evenly, each part set flush right and left, respectively. Words are not divided between pages.

**13.151.** Boxheads are set as described on pages 188-192. Boxheads and horizontal rules aline across both pages.

**13.152.** Boxheads are not divided but are repeated, with *Continued* added.

☆**13.153.** Vertical rules are used on the right of even pages and on the left of odd pages only when down rules are used.

**13.154.** Tracing figures are carried through from the outside columns of both pages and are set to “leader from the top line.”



**Divide tables**

**13.155.** In divide tables that are made up parallel, with stub column repeated, the head but not the headnote repeats on each succeeding page, with *Continued* added.

**No-Down-Rule Style (Preferred)**

TABLE 1.—Data available in *Source Book of Statistics of Income from corporation returns for the years 1965-66*

[Excludes consolidated returns of inactive corporations]

Division and State	All industries	Agriculture, forestry, and fishery ¹	Mining	Construction	Manufacturing	Transportation, communication, and other public utilities	Wholesale and retail trade
United States .....	34,627,905	7,988,243	902,061	2,032,023	8,250,690	2,768,267	5,509,228
New England .....	328,287	54,315	841	20,801	118,074	22,664	50,112
Maine .....	204,215	38,756	533	11,906	68,180	15,062	31,473
New Hampshire .....	124,072	15,559	308	8,895	49,914	7,602	18,639
Middle Atlantic .....	7,059,570	442,137	235,385	453,940	2,210,034	700,217	1,329,225
New York .....	3,521,163	206,354	8,614	235,763	968,453	363,343	739,295

**No-Down-Rule Style (Preferred)**

TABLE 1.—Data available in *Source Book of Statistics of Income from corporation returns for the years 1965-66*—Continued

[Headnotes are not repeated with continued headings unless necessary to make table clear]

Division and State	Finance, insurance, and real estate	Business and repair service	Personal service	Amusement, recreation, and related services	Professional and related services	Government	Industry not reported
United States .....	1,013,297	789,377	1,133,585	316,063	1,472,453	1,414,069	450,570
New England .....	5,900	9,369	10,973	2,310	13,815	13,735	6,376
Maine .....	3,586	5,179	6,504	1,457	8,253	9,295	4,029
New Hampshire .....	2,314	3,170	4,469	853	5,562	4,440	2,347
Middle Atlantic .....	341,674	183,586	290,986	14,541	374,017	309,017	123,832
New York .....	216,106	101,091	172,664	47,231	212,765	182,687	65,807

**13.156.** Tables with tracing figures or stub, or both, repeating on the left of odd pages, are divide tables and not parallel tables. Over such tables the heads are repeated, with *Continued* added. Outside vertical rules are not used.

**Reading columns**

**13.157.** Figures or combinations of figures and letters used to form a reading column aline on left and are followed by leaders. *Do.* is not used under such items.

**13.158.** The en dash is not to be used for *to* in a reading column; if both occur, change to *to* throughout.

**13.159.** Cut-in items following a colon are indented 2 ems in addition to the en quad used for bearoff.

**13.160.** Run in single entry under colon line; retain the colon.

**13.161.** The last word in a leader line must be followed by at least an en leader.

**13.162.** Numerical terms, including numbered streets, avenues, etc., are expressed in figures, even at the beginning of an item. (See also rules 9.16 and 12.10.)

### Symbol columns

**13.163.** A column consisting entirely of letters, letters and figures, symbols, or signs, or any combination of these, is called a symbol column. It should be set flush left and cleared, except when it is the first column and takes the place of the stub, it should then be leadered. No closing period is used. Blank lines in a last column are cleared. *Do.* is not used in a symbol or figure column.

#### No-Down-Rule Style (Preferred)

Symbol	Typical commercial designation	Army product symbol	Filing order symbol	General description	Specification symbol
GM(2)	Gasoline and diesel engine oil, SAE10 and SAE10W grades.	OR10	A	Fuel, grease, chassis, or soap base.	G. & D.
CG	Ball and roller bearing grease.....	41-X-59	N	Extreme pressure.....	BR
CW ¹	Wheel-bearing grease.....	OE20 ²	X	do.....	WBG ³
	Grease not typified.....			Further tests being conducted.	
G090	Universal gear lubricant.....	S. & T.	B	Water-pump grease.....	801D
(Stub or reading column)				(Reading column)	

**13.164.** Columns composed of both symbols and figures are treated as figure columns and are set flush on right. In case of blank lines in a last column, leaders will be used as in figure columns.

#### No-Down-Rule Style (Preferred)

Symbol or catalog No.	Typical commercial designation	Symbol or product No.	Symbol or filing order symbol	General description	Symbol or specification No.
WBD	Chassis grease, cup grease, under pressure.	961	A	Especially adapted to very cold climates.	1359
14L88	Water-pump bearing grease.....	SWA	352	Under moderate pressure.....	
5190	Exposed gear chain lubricant.....	12L	N	High-speed use.....	AE10
	E.P. hypoid lubricant.....	863	X	For experimental use only.....	NXL
376	Special grade for marine use.....		468	Free flowing in any weather...	749
(Stub or reading column)				(Reading column)	

### Tables in rules

☆**13.165.** In tables in rules leader and dash lines are borne off 1 em from each side. In narrow columns, figures, leaders, and dashes are borne off an en space. First and last columns must always bear off a full em quad from outside rules.

**No-Down-Rule Style (Preferred)**

*The following statistics cover the average cost per head for the State after taxes in 1960*

	Cattle and calves	Hogs	Sheep
Manager's salary ¹ .....	\$0. 0409	\$0. 0259	\$0. 0054
Yarding expenses.....	. 1231	. 0536	. 0182
Office expenses.....	. 0981	. 0622	. 0131
<input type="checkbox"/> Administrative and general expense ² .....	. 0973	. 0617	. 0129
Total unit costs.....	. 3594	. 2034	. 0496
Number of head.....	110, 305	91, 330	108, 221

¹ Manager's salary will be higher after Jan. 1, 1961.

² Administrative and general expenses which involve the construction of all necessary new buildings.

**Down-Rule Style (See Rule 13.3)**

*The following statistics cover the average cost per head for the State after taxes in 1960*

	Cattle and calves	Hogs	Sheep
Manager's salary ¹ .....	\$0. 0409	\$0. 0259	\$0. 0054
Yarding expenses.....	. 1231	. 0536	. 0182
Office expenses.....	. 0981	. 0622	. 0131
<input type="checkbox"/> Administrative and general expense ² .....	. 0973	. 0617	. 0129
Total unit costs.....	. 3594	. 2034	. 0496
Number of head.....	110, 305	91, 330	108, 221

¹ Manager's salary will be higher after Jan. 1, 1961.

² Administrative and general expenses which involve the construction of all necessary new buildings.

**No-Down-Rule Style (Preferred)**

*Statistical tables of performance and results—Bureau of School Medical Inspection*

**SCHOOL ENROLLMENT**

	1946-47	1945-46	1944-45	1943-44	1942-43
<input type="checkbox"/> Enrollment, October:					
White.....	63, 360	61, 825	62, 118	63, 965	52, 693
Colored.....	41, 355	39, 532	38, 786	37, 462	35, 400
Total.....	104, 715	101, 357	100, 904	101, 427	88, 093
Number medical inspections during 1 year:					
White.....	19	19	19	19	19
Colored.....	10	10	10	10	10
Total.....	29	29	29	29	29
Pupils per inspection:					
White.....	3, 334	3, 254	( ¹ )	-----	4, 086
Colored.....	4, 135	3, 953	3, 879	3, 746	-----

¹ Records incomplete for 1944-45.



## Down-Rule Style (See Rule 13.3)

*Statistical tables of performance and results—Bureau of School Medical Inspection*  
SCHOOL ENROLLMENT

	1946-47	1945-46	1944-45	1943-44	1942-43
□ Enrollment, October:					
White .....	63,360	61,825	62,118	63,965	52,693
Colored .....	41,355	39,532	38,786	37,462	35,400
Total .....	<u>104,715</u>	<u>101,357</u>	<u>100,904</u>	<u>101,427</u>	<u>88,093</u>
Number medical inspections during 1 year:					
White .....	19	19	19	19	19
Colored .....	10	10	10	10	10
Total .....	<u>29</u>	<u>29</u>	<u>29</u>	<u>29</u>	<u>29</u>
Pupils per inspection:					
White .....	3,334	3,254	( ¹ )	#-----#	4,086
Colored .....	4,135	3,953	3,879	3,746	-----

¹ Records incomplete for 1944-45.

## No-Down-Rule Style (Preferred)

TABLE 2.—Variation of motor method ratings with pressure ¹

Chamber pressure	Venturi diameter	Detonation meter giving the octane number and micrometer reading		Bouncing pin	
		Rating octane No.	Micrometer	Rating octane No.	Micrometer
FUEL 1					
<i>Inch Hg</i>	<i>Inch</i>		<i>Inch</i>		<i>Inch</i>
29.6	$\frac{9}{16}$	70.1	0.510	-----	----- □
29.6	$\frac{9}{16}$	-----	-----	69.4	0.527
29.0	$\frac{9}{16}$	70.8	.484	69.4	.509
28.0	$\frac{9}{16}$	70.0	.450	68.5	.479
27.0	$\frac{9}{16}$	69.2	.420	68.2	.449
26.0	$\frac{3}{4}$	68.9	.506	69.3	.499
25.0	1	68.6	.462	68.9	.472
23.0	$\frac{3}{4}$	68.0	.391	68.2	.398
21.0	$\frac{3}{4}$	-----	-----	67.8	.314

¹ Variation to nearest thousandth.

Down-Rule Style (See Rule 13.3)

TABLE 2.—*Variation of motor method ratings with pressure*¹

Chamber pressure	Venturi diameter	Detonation meter giving the octane number and micrometer reading		Bouncing pin	
		Rating octane No.	Micrometer	Rating octane No.	Micrometer
FUEL 1					
<i>Inch Hg</i>	<i>Inch</i>		<i>Inch</i>		<i>Inch</i>
29.6	$\frac{9}{16}$	70.1	0.510		
29.6	$\frac{9}{16}$	□ 70.1 □		69.4	0.527
29.0	$\frac{9}{16}$	70.8	.484	69.4	.509
28.0	$\frac{9}{16}$	70.0	.450	68.5	.479
27.0	$\frac{9}{16}$	69.2	.420	68.2	.449
26.0	$\frac{3}{4}$	68.9	.506	69.3	.499
25.0	1	68.6	.462	68.9	.472
23.0	$\frac{3}{4}$	68.0	.391	68.2	.398
21.0	$\frac{3}{4}$			67.8	.314

¹ Variation to nearest thousandth.

☆13.166. In a table with one or more reading columns, including stub column, the text is borne off an en space from the allotted column width or em cast (or down rules), but first and last columns must be borne off an em quad from outside rules. Leader and dash lines in stub or reading columns are set without bearoff, as in regular tabular composition.

No-Down-Rule Style (Preferred)

TABLE 1.—*Fuels used in test program*

No.	Fuel composition	Nominal octane number	
		Motor method	Research method
1	#60% X-6, 40% <i>n</i> -heptane.....	69.6	80.3
1	60% X-6, 40% <i>n</i> -heptane.....	69.6	80.3
2	86% X-6, 14% <i>n</i> -heptane.....		100.0
3	52% iso-octane, 48% <i>n</i> -heptane, 2 ml blend gallon.....	75.6	74.7
4	74% iso-octane, 26% <i>n</i> -heptane, 2 ml TEL blend gallon.....	75.3	
5	80 octane number commercial gasoline: catalytic cracked, thermal cracked, and straight-run components without lead.....	60.8	60.9

No-Down-Rule Style (Preferred)

TABLE 2.—*Nutrient solution in relation to pycnospore of M. melonis*

Medium	Germination	Description of germ tubes
	<i>Percent</i>	
□ Modified Duggar's solution.....	46	Spores swollen only slightly; germ tubes □ short and no branches.
2 percent orange extract in modified Duggar's solution.	73	Spores swollen moderately; germ tubes longer than above and occasionally branched.
2 percent orange extract in distilled water..	98	Spores swollen normally; germ tubes vigorous, long and profusely branched.

**13.167.** In a half-measure, double-up table (which is in rules), the inside stub or reading column on right half of table is borne off an em quad from the dividing rule.

**No-Down-Rule Style (Preferred)**

**TABLE 2.**—*Varietal reactions of pea and bean to the Wisconsin pea stunt virus tested in 1950*¹

Bean variety	Plants inoculated	Plants diseased	Bean variety	Plants inoculated	Plants diseased
	<i>Number</i>	<i>Number</i>		<i>Number</i>	<i>Number</i>
□ Alaska.....	29	2	□ Bountiful.....	8	7
Alderman.....	25	11	Dwarf Horticultural.....	13	1
Bonneville.....	19	6	Great Northern University of Illinois No. 1.....	3	5
Canner King.....	19	9	Idaho Refugee.....	3	3
Delwiche Commando University of Wisconsin No. 1.....	18	6	Michelite.....	5	12
Glacier.....	21	14	Pinto.....	17	6

¹ Tests made in Illinois and Wisconsin.

**13.168.** Matter in boxheads takes no extra bearoff.

**13.169.** Centerheads and headnotes are set the full measure of the job. Short footnotes are set the width of the table; but for good typographic appearance, long footnotes should be set the full measure of the job. (See rule 13.165.)

**Tables without rules**

☆**13.170.** It is preferable to set all tables alike; that is without either down rules or cross rules and with roman boxheads. When so indicated on copy, by ordering agency, tabular matter may be set without rules, with italic boxheads. The same arrangement and bearoff for figures prevails as in ruled tables; that is, neither leaders nor dash-lines bear off. Unless otherwise specified, these tables are set in 6 or 8 point.

**13.171.** Column heads over figure columns in 6- or 8-point tables are set in 6-point italic, solid. These heads aline on bottom across the table, with 1 lead separating head from table.

**13.172.** Horizontal cutoff dashes (or rules) used between a spread or upper level column heading carried over two or more lower level column headings are set continuous and without break, from left to right, between the two levels of such headings. An en-space bearoff on either side of the spread measure must be allowed to separate it from any adjacent columns not a part of the same group heading.



TABLE 9.—Changes in fixed assets and related allowances

	Fixed assets					
	Balance June 30, 1966 (table 9-a)	Investment		Operations		Balance June 30, 1966
Supporting and general facilities:		Current additions	Adjust- ments	Trans- fers	Retire- ments	
<input type="checkbox"/> Transportation and utilities:		\$306		(\$539)	\$ (284, 358)	\$11, 838, 606
<input type="checkbox"/> Panama Railroad.....	\$12, 123, 197					
Motor Transportation Divi- sion.....	2, 242, 999	122, 597		2, 143	(147, 561)	2, 220, 178
Steamship line.....	13, 653, 989	10, 247				13, 654, 236
Power system.....	19, 364, 373	366, 311		(342)	(290, 174)	19, 440, 168
Communication system.....	2, 739, 012	151, 819	(\$113, 261)		(26, 100)	2, 751, 470
Water system and hydro- electric facilities.....	10, 590, 820	104, 039		1, 661	(48, 920)	10, 647, 600
<input type="checkbox"/> Total, transportation and utilities.....	60, 714, 390	755, 319	(113, 261)	2, 923	(797, 113)	60, 562, 258
<input type="checkbox"/> Employee service and facilities:						
<input type="checkbox"/> Commissary Division.....	7, 012, 701	105, 952	(130, 891)	21, 777	(36, 418)	6, 973, 121
Service centers.....	3, 684, 670	29, 086		530	(230, 276)	3, 484, 010
Housing Division.....	35, 729, 465	(10, 336)		(485, 548)	(937, 916)	34, 295, 665
<input type="checkbox"/> Total, employee service and facilities.....	46, 426, 836	124, 702	(130, 891)	(463, 241)	(1, 204, 610)	44, 752, 796
<input type="checkbox"/> Grand total.....	107, 141, 226	880, 021	(244, 152)	(466, 164)	(2, 001, 723)	105, 315, 054

13.173. More than one figure column, also illustrating use of dollar mark, dashline, bearoff, etc. (Note clearance in figure columns.)

For property purchased from—

Central Pipeline Distributing Co.:

    Capital stock issued, recorded amount.....\$75, 000

    Undetermined consideration recorded.....341

Pan American Bonded Pipeline Co.: Recorded money

    outlay.....3, 476

M. J. Mitchell: Recorded money outlay.....730

R. Lacy, Inc., and Lynch Refining Co.:

    Recorded money outlay.....\$157, 000

    Note issued.....100, 000

    Subtotal.....257, 000

Less value of oil in lines and salvaged con-

    struction material.....26, 555

.....\$230, 445

\$309, 992

For construction, improvements, and replacements, recorded money

    outlay.....522

For construction work in progress, recorded money outlay.....933, 605

Total.....1, 244, 119

Use:

☐ Residential.....34, 842##\$21, 218, 778

Commercial.....14, 404 5, 257, 468

Industrial:

☐ Field (drilling, pumping, etc.).....#144, 052 10, 419, 000

    All other industrial:

☐ Fuel for petroleum refineries.....96, 702

        Other, including electric utility plants.....346, 704 61, 440, 000

☐ Total.....636, 704 98, 335, 246

General account:	Estimated		
	1953	1957	Change
Receipts.....	\$364,800	\$369,800	+\$5,000
Expenditures.....	(70,300)	(67,100)	(-3,200)
Net improvement, 1957 over 1953.....			1,800
Deduct 1953 deficit.....			1,500
Net surplus, estimated for 1957.....			300

## [In U.S.-dollar equivalent]

Balance with the Treasury Department July 1, 1954.....	\$165,367,704.85
Receipts:	
Collections.....	\$564,944,502.99
Return from agency accounts of currencies advanced for liquidation of obligations incurred prior to July 1, 1953.....	4,450,577.07
Total receipts.....	569,395,080.06
Total available.....	734,762,784.91

**Total, mean, and average lines.** (See rules 13.137-13.139.)

### Units of quantity

**13.174.** Units of quantity in stub columns are set in lowercase in plural form and placed on the right, 1-em leader from the rule. If the item does not make a full line but is too long to permit the insertion of the unit of quantity, the line is quadded out and the unit of quantity is placed on the next line at the right, preceded by quads and followed by a 1-em leader. When units of quantity are used in a separate column, they will be in singular form.

#### No-Down-Rule Style (Preferred)

Aluminum, molybdenum, titanium, ferromanganese, and other metals.....	(1 2)	(1 2)	179,177,116	2 32,700,000
Cement.....	3 6,853,796	3 9,866,102	3 8,251,038	3 11,687,089
Clay products (other than pottery, refractories) short tons.....		4 6,883,109		4 5,820,000
Coke.....	4 468,437	2 25,526,646	5,080,403	2 29,519,871
Diatomite.....	(1)	(1)	(1)	(1)
Emery.....	765	6,828	1,046	9,349
Feldspar (crude) ¹ .....	(1)	(1)	(?)	(1)
Ferroalloys.....	183,465	2 18,388,766	259,303	2 30,719,756

#### No-Down-Rule Style (Preferred)

Aluminum, molybdenum, titanium, ferromanganese, and other metals.....	Port of New York.....	(1 2)	179,177,116	2 32,700,000
Cement.....	tons.....	3 9,866,102	3 8,251,038	3 11,687,089
Clay products (other than pottery, refractories) short tons.....	Baltimore.....	4 6,883,109		4 5,820,000
Coke.....	do.....	2 25,526,646	5,080,403	2 29,519,871
Diatomite.....	do.....	(1)	(1)	(1)
Emery.....	do.....	6,828	1,046	9,349
Feldspar (crude) ¹ .....	long tons.....	(1)	(?)	(1)
Ferroalloys.....	short tons.....	2 18,388,766	259,303	2 30,719,756

**13.175.** *Do.* is used under a spelled unit of quantity in a stub and in an independent column consisting entirely of such units, but *do.* is never used under an abbreviated unit of quantity.

☆**13.176.** Over figure columns, units of quantity and other words used as headings, and the abbreviations *a.m.* and *p.m.*, if not included in the boxheads, are set in 6-point italic and are placed immediately above the figures, without periods other than abbreviating periods.

In congressional work (gothic), or at any time when italic is not available, these units should be placed in the boxheads in parentheses. Any well-known abbreviation will be used to save an overrun, but if one unit of quantity is abbreviated, all in the same table will be abbreviated. If units change in a column, the new units are set in italic with full quadline above and no space below. The quadlines are placed both above and below only when there is no italic available. (See examples, pp. 216-217.)

**13.177.** Units of quantity and other words as headings over figure columns are used at the beginning of a table or at the head of a continued page or continued column in a double-up table.

#### **Quoted tabular work**

**13.178.** When a table is part of quoted matter, quotation marks will open on each centerhead on top of table, on first centered boxhead, then on each footnote paragraph, and if table is end of quoted matter, quotation marks close at end of footnotes. If there are no footnotes and the table is the end of the quotation, quotation marks close at end of last item.



DEFINITION AND PARTS OF A TABLE

To define and describe fully all of the many parts, terms, and details which enter into tabular presentation is difficult to explain in a few words or to understand readily without an accompanying visual example. The example shown is directed at those concerned with the construction and makeup of tables, with guidelines identifying tabular terms and details. Many of the terms can be applied to any form of tabular matter.

TABLE 10.—Heating or headline

[Headnote or bracket line]									
The panel		Spanner head 1		Subspanner head		Standard date column head		Reading column head	
Head rule—usually single		Column head		Stubhead		Coal		Coke	
Boxhead		Car-		loads		more		than	
Boxhead cutoff rule—usually inferior dashes		Wood		years					
Centerline in stub column		The line		Ditto or "do." line		Single dashline		Parallel dashline	
Block or group		Total line		Quadrine		Cutoff rule			
				</					



## No-Down-Rule Style (Preferred)

## PARALLEL

## CHART I.—Data available in the Source Book of Statistics

(For list of major and minor

NOTE.—Under each classification data are shown (1) in composite,

Fiscal year or month	Budget receipts and expenditures ¹			Trust account and other transactions, net receipts, or expenditures (—) ⁴	Clearing account ⁵
	Net receipts ²	Expenditures ³	Surplus, or deficit (—)		
1932.....	\$1,923,913,117	\$4,659,202,825	—\$2,735,289,708	¹¹ —\$5,178,050	.....
1933.....	2,021,212,943	4,622,865,028	—2,601,652,085	—5,009,989	.....
1934.....	3,064,267,912	6,693,899,854	—3,629,631,943	834,880,108	.....

NOTE.—References to footnotes are numbered across parallel pages from left to right and top to bottom

## No-Down-Rule Style (Preferred)

## PARALLEL TABLE WITH

TABLE 6.—Corporation returns with balance sheets,¹ 1949, by total assets classes, no net income:² Number of returns, selected assets and liabilities, selected in cash and assets other than own stock; also, for returns with net income, the

[Total assets classes and money

	Major industrial groups				
	Finance, insurance, real estate, and lessors of real property in 1957			Services	
	Insurance carriers, agencies, and agents	Real estate, except lessors of real property other than buildings	Lessors of real property, except buildings	Total services	Hotels and other lodging places
	Insurance agents and brokers				
1 Number of returns ⁴ .....	5,341	76,010	3,589	29,468	3,584
2 Receipts:					
3 Gross sales ⁷ .....		23,089		1,314,378	437,633
3 Gross receipts from operations ⁸ .....	349,983	1,065,196		5,823,484	714,254
Interest on Government obligations (less amortizable bond premium):					
4 Wholly taxable ⁹ .....	373	3,631	4,084	4,075	1,194
5 Subject to surtax only ¹⁰ .....	24	314	70	123	8
6 Wholly tax exempt ¹¹ .....	17	621	117	652	12

NOTE.—Preparers of parallel tables will indicate the width of 1 page immediately adjacent the 1M6-6 26¼ picas FIC &amp; punc."



TABLE

*of Income from corporation returns for the years 1926-66*

industrial groups, see chart II)

(2) for returns with net income, and (3) for returns with no net income

Public debt, net increase or decrease (-)	Cash balance in account of the Treasurer of the United States, net increase or decrease (-)	Cash balance in account of the Treasurer of the United States	Amount, end of period			
			Debt outstanding ⁸			Subject to limitation ¹⁰
			Public debt ⁷	Guaranteed obligations ⁸	Total ⁹	
\$2,685,720,952	-\$54,746,805	\$417,107,178	\$19,487,002,444	-----	\$19,487,002,444	(12)
3,051,670,116	445,008,042	862,205,221	22,538,672,560	-----	22,538,672,560	(12)
4,514,468,854	1,719,717,020	2,581,922,240	27,053,141,414	\$680,767,817	27,733,909,231	(12)

## TRACING FIGURES

*and by major industrial groups,² for returns with net income and returns with receipts, compiled net profit or net loss, net income or deficit, and dividends paid income tax*

figures in thousands of dollars]

### Major industrial groups—Continued

#### Services—Continued

Personal services	Business services	Automotive repair services and garages	Miscellaneous repair services, hand trades	Motion pictures	Amusement, except motion pictures	Other services, including schools	Nature of business not allocable	
³ 6,689	6,067	2,488	⁶ 1,190	3,558	2,822	3,070	902	1
312,555	181,732	113,906	88,304	72,602	51,215	56,431	57,971	2
865,090	1,599,119	157,940	113,000	1,480,924	431,053	462,104	17,938	3
259	734	126	24	1,041	358	339	41	4
11	69	1	3	7	6	18	15	5
¹² 34	40	1	-----	542	2	21	23	6

instruction "parallel table." In the example above, the table should be rubberstamped "parallel table

# TABLE OF MONOTYPE MEASURES FOR MOST FREQUENTLY USED SET SIZES

[Lightface denotes flat measures—boldface denotes measures including squeeze]

Measure	6-Set	7-Set	8-Set	8½-Set	9-Set	10-Set	10½-Set	12-Set
Picas Pts.	Ems and units	Ems and units	Ems and units	Ems and units	Ems and units	Ems and units	Ems and units	Ems and units
½	1	0.15	0.14	0.13	0.12	0.11	0.10	0.9
1	2	1.13	1.9	1.7	1.6	1.4	1.3	1
1½	3	2.10	2.4	2.2	2	1.14	1.13	1.9
2	4	3.8	3	2.15	2.12	2.7	2.5	2
2½	5	4.5	3.13	3.10	3.6	3	2.15	2.9
3	6	5.3	4.9	4.4	4	3.11	3.8	3
3½	7	6	5.4	4.17	4.12	4.4	4	3.9
4	8	6.15	6	5.12	5.6	4.14	4.10	4
4½	9	7.13	6.13	6.6	6	5.7	5.3	4.9
5	10	8.10	7.9	7.1	6.12	6	5.13	5
5½	11	9.8	8.4	7.14	7.6	6.11	6.5	5.9
6	12	10.5	9	8.8	8	7.4	6.15	6
6½	13	11.4	9.13	9.3	8.12	7.14	7.8	6.9
7	14	12	10.9	9.16	9.6	8.7	8	7
7½	15	12.15	11.4	10.11	10	9	8.10	7.9
8	16	13.13	12	11.5	10.12	9.11	9.3	8
8½	17	14.10	12.13	12	11.6	10.4	9.13	8.9
9	18	15.8	13.9	12.13	12	10.14	10.5	9
9½	19	16.5	14.4	13.7	12.12	11.7	10.15	9.9
10	20	17.3	15	14.2	13.6	12	11.8	10
10½	21	18	15.13	14.15	14	12.11	12	10.9
11	22	18.15	16.9	15.10	14.12	13.4	12.10	11
11½	23	19.13	17.4	16.4	15.6	13.14	13.2	11.9
12	24	20.10	18	16.17	16	14.7	13.13	12
12½	25	21.8	18.13	17.12	16.12	15	14.5	12.9
13	26	22.5	19.9	18.6	17.6	15.11	14.15	13
13½	27	23.3	20.4	19.1	18	16.4	15.8	13.9
14	28	24	21	19.14	18.12	16.14	16	14
14½	29	24.15	21.13	20.8	19.6	17.7	16.10	14.9
15	30	25.13	22.9	21.3	20	18	17.2	15
15½	31	26.10	23.4	21.16	20.12	18.11	17.13	15.9
16	32	27.8	24	22.11	21.6	19.4	18.5	16
16½	33	28.5	24.13	23.5	22	19.14	18.15	16.9
17	34	29.3	25.9	24	22.12	20.7	19.8	17
17½	35	30	26.4	24.13	23.6	21	20	17.9
18	36	30.15	27	25.7	24	21.11	20.10	18
18½	37	31.13	27.13	26.2	24.12	22.4	21.2	18.9
19	38	32.10	28.9	26.15	25.6	22.14	21.13	19
19½	39	33.8	29.4	27.9	26	23.7	22.5	19.9
20	40	34.5	30	28.4	26.12	24	22.15	20
20½	41	35.3	30.14	28.17	27.6	24.11	23.8	20.9
21	42	36	31.9	29.12	28	25.4	24	21
21½	43	36.15	32.4	30.6	28.12	25.14	24.10	21.9
22	44	37.13	33	31.1	29.6	26.7	25.2	22
22½	45	38.10	33.14	31.14	30	27	25.13	22.9
23	46	39.8	34.9	32.8	30.12	27.11	26.5	23
23½	47	40.5	35.4	33.3	31.6	28.4	26.15	23.9
24	48	41.3	36	33.16	32	28.14	27.8	24
24½	49	42	36.13	34.11	32.12	29.7	28	24.9
25	50	42.15	37.9	35.5	33.6	30	28.10	25
25½	51	43.13	38.4	36	34	30.11	29.3	25.9
26	52	44.10	39	36.13	34.12	31.4	29.13	26
26½	53	45.8	39.13	37.7	35.6	31.14	30.5	26.9
27	54	46.3	40.9	38.2	36.4	32.7	30.15	27
27½	55	47.3	41.4	38.15	36.12	33	31.8	27.9
28	56	48	42	39.9	37.6	33.11	32	28
28½	57	48.15	42.14	40.4	38	34.4	32.10	28.9
29	58	49.13	43.9	40.17	38.12	34.14	33.3	29
29½	59	50.10	44.4	41.12	39.6	35.7	33.13	29.9
30	60	51.8	45	42.6	40	36	34.5	30

TABLE OF MONOTYPE MEASURES FOR MOST FREQUENTLY USED SET SIZES—Continued

[Lightface denotes flat measures—boldface denotes measures including squeeze]

Measure	6-Set	7-Set	8-Set	8½-Set	9-Set	10-Set	10½-Set	12-Set
Picas Pts.	Ems and units	Ems and units	Ems and units	Ems and units	Ems and units	Ems and units	Ems and units	Ems and units
30½	61	52.5 52.10	45.13 46	43.1 43.5	40.12 40.16	36.11 36.15	34.15 35	30.9 30.12
31	62	53.3 53.8	46.9 46.14	43.14 44	41.6 41.10	37.4 37.8	35.8 35.11	31 31.3
31½	63	54 54.5	47.4 47.9	44.8 44.12	42 42.4	37.14 38	36 36.3	31.9 31.12
32	64	54.15 55.2	48 48.5	45.3 45.7	42.12 42.16	38.7 38.11	36.10 36.13	32 32.3
32½	65	55.13 56.1	48.13 49.1	45.16 46.4	43.6 43.11	39 39.5	37.2 37.6	32.9 32.13
33	66	56.10 56.16	49.9 49.15	46.11 46.17	44 44.5	39.11 39.16	37.13 37.17	33 33.4
33½	67	57.8 57.14	50.4 50.10	47.5 47.11	44.12 44.17	40.4 40.9	38.5 38.9	33.9 33.13
34	68	58.5 58.11	51 51.6	48 48.6	45.6 45.11	40.14 41.1	38.15 39.1	34 34.4
34½	69	59.3 59.9	51.13 52.1	48.13 49.1	46 46.5	41.7 41.12	39.7 39.11	34.9 34.13
35	70	60 60.6	52.9 52.15	49.7 49.13	46.12 46.17	42 42.5	40 40.4	35 35.4
35½	71	60.15 61.3	53.4 53.10	50.2 50.8	47.6 47.11	42.11 42.16	40.10 40.14	35.9 35.13
36	72	61.13 62.1	54 54.6	50.15 51.3	48 48.5	43.4 43.9	41.2 41.6	36 36.4
36½	73	62.10 62.16	54.13 55.1	51.9 51.15	48.12 48.17	43.14 44.1	41.13 41.17	36.9 36.13
37	74	63.8 63.14	55.9 55.15	52.4 52.10	49.6 49.11	44.7 44.12	42.5 42.9	37 37.4
37½	75	64.5 64.11	56.4 56.10	52.17 53.5	50 50.5	45 45.5	42.15 43.1	37.9 37.13
38	76	65.3 65.9	57 57.6	53.12 54	50.12 50.17	45.11 45.16	43.7 43.11	38 38.4
38½	77	66 66.6	57.13 58.1	54.6 54.12	51.6 51.11	46.4 46.9	44 44.4	38.9 38.13
39	78	66.15 67.3	58.9 58.15	55.1 55.7	52 52.5	46.14 47.1	44.10 44.14	39 39.4
39½	79	67.13 68.1	59.4 59.10	55.14 56.2	52.12 52.17	47.7 47.12	45.2 45.6	39.9 39.13
40	80	68.10 68.16	60 60.6	56.8 56.14	53.6 53.11	48 48.5	45.13 45.17	40 40.4
40½	81	69.8 69.16	60.13 61.2	57.3 57.10	54 54.6	48.11 48.16	46.5 46.10	40.9 40.14
41	82	70.5 70.13	61.9 61.16	57.16 58.5	54.12 55	49.4 49.9	46.15 47.2	41 41.5
41½	83	71.3 71.11	62.4 62.11	58.11 59	55.6 55.12	49.14 50.1	47.7 47.12	41.9 41.14
42	84	72 72.8	63 63.7	59.5 59.12	56 56.6	50.7 50.12	48 48.5	42 42.5
42½	85	72.15 73.5	63.13 64.2	60 60.7	56.12 57	51 51.5	48.10 48.15	42.9 42.14
43	86	73.13 74.3	64.4 64.16	60.13 61.2	57.6 57.12	51.11 51.16	49.2 49.7	43 42.5
43½	87	74.10 75	65.4 65.11	61.7 61.14	58 58.6	52.4 52.9	49.13 50	43.9 43.14
44	88	75.8 75.16	66 66.7	62.2 62.9	58.12 59	52.14 53.1	50.5 50.10	44 44.5
44½	89	76.5 76.13	66.13 67.2	62.15 63.4	59.6 59.12	53.7 53.12	50.15 51.2	44.9 44.14
45	90	77.3 77.11	67.9 67.16	63.9 63.16	60 60.6	54 54.5	51.7 51.12	45 45.5
45½	91	78 78.8	68.4 68.11	64.4 64.11	60.12 61	54.11 54.16	52 52.5	45.9 45.14
46	92	78.15 79.5	69 69.7	64.17 65.6	61.6 61.12	55.4 55.9	52.10 52.15	46 46.6
46½	93	79.13 80.3	69.13 70.2	65.12 66.1	62 62.6	55.14 56.1	53.2 53.7	46.9 46.14
47	94	80.10 81	70.9 70.16	66.6 66.13	62.12 63	56.7 56.12	53.13 54	47 47.5
47½	95	81.8 81.16	71.4 71.11	67.1 67.8	63.6 63.12	57 57.5	54.5 54.10	47.9 47.14
48	96	82.5 82.13	72 72.7	67.14 68.3	64 64.6	57.11 57.16	54.15 55.2	48 48.5
48½	97	83.3 83.11	72.13 73.2	68.8 68.15	64.12 65	58.4 58.9	55.7 55.12	48.9 48.14
49	98	84 84.8	73.9 73.16	69.3 69.10	65.6 65.12	58.14 59.1	56 56.5	49 49.5
49½	99	84.15 85.5	74.4 74.11	69.16 70.5	66 66.6	59.7 59.12	56.10 56.15	49.9 49.14
50	100	85.13 86.3	75 75.7	70.10 70.17	66.12 67	60 60.5	57.2 57.7	50 50.5
50½	101	86.10 87	75.13 76.2	71.4 71.11	67.6 67.12	60.11 60.16	57.13 58	50.9 50.14
51	102	87.8 87.16	76.9 76.16	71.17 72.6	68 68.6	61.4 61.9	58.5 58.10	51 51.5
51½	103	88.5 88.13	77.4 77.11	72.12 73.1	68.12 69	61.14 62.1	58.15 59.2	51.9 51.14
52	104	89.3 89.11	78 78.7	73.6 73.13	69.6 69.12	62.7 62.12	59.7 59.12	52 52.5
52½	105	90 90.8	78.13 79.2	74.1 74.8	70 70.6	63 63.6	60 60.5	52.9 52.14
53	106	90.15 91.5	79.9 79.16	74.14 75.3	70.12 71	63.11 63.16	60.10 60.15	53 53.5
53½	107	91.13 92.3	80.4 80.11	75.8 75.15	71.6 71.12	64.4 64.9	61.2 61.7	53.9 53.14
54	108	92.10 93	81 81.7	76.3 76.10	72 72.6	64.14 65.1	61.13 62	54 54.5
54½	109	93.8 93.16	81.13 82.2	76.16 77.5	72.12 73	65.7 65.12	62.5 62.10	54.9 54.14
55	110	94.5 94.13	82.9 82.16	77.11 78	73.6 73.12	66 66.6	62.15 63.2	55 55.5
55½	111	95.3 95.11	83.4 83.11	78.5 78.12	74 74.6	66.11 66.16	63.7 63.12	55.9 55.14
56	112	96 96.8	84 84.7	79 79.7	74.12 75	67.4 67.9	64 64.5	56 56.5
56½	113	96.15 97.5	84.13 85.2	79.13 80.2	75.6 75.12	67.14 68.1	64.10 64.15	56.9 56.14
57	114	97.13 98.3	85.9 85.16	80.7 80.14	76 76.6	68.7 68.12	65.2 65.7	57 57.5
57½	115	98.10 99	86.4 86.11	81.2 81.9	76.12 77	69 69.5	65.13 66	57.9 57.14
58	116	99.8 99.16	87 87.7	81.15 82.4	77.6 77.12	69.11 69.16	66.5 66.10	58 58.5
58½	117	100.5 100.13	87.13 88.2	82.9 82.16	78 78.6	70.4 70.9	66.15 67.2	58.9 58.14
59	118	101.3 101.11	88.9 88.16	83.4 83.11	78.12 79	70.14 71.1	67.7 67.12	59 59.5
59½	119	102 102.8	89.4 89.11	83.17 84.6	79.6 79.12	71.7 71.12	68 68.5	59.9 59.14
60	120	102.15 103.5	90 90.7	84.12 85.1	80 80.6	72 72.5	68.10 68.15	60 60.5



## NOTES

## 14. LEADERWORK

(See also Abbreviations; Tabular Work)

**14.1.** Leaderwork is a simple form of tabular work without boxheads or rules and is separated from text by two leads above and below in solid matter and three leads in leaded matter. It consists of a reading (stub) column and a figure column, leadered from the bottom line. It may also consist of two reading columns, alining on the top line. In general, leaderwork (except indexes and tables of contents, which are set the same style as text) is governed by the same rules of style as tabular work. Unless otherwise indicated, leaderwork is set in 8 point. The period is omitted immediately before leaders. (See also "Tables without rules," p. 212.)

### Bearoff

**14.2.** No bearoff is required at the right in a single reading column.

### Columns

**14.3.** A figure column is at least an en quad wider than the largest group of figures, but not less than 3 ems and 2 ems in double-up columns. Dashlines are to be the full width of all figure columns.

Year:	Pounds
1952 -----	255, 939, 000
1953 (out-of-State deliveries of natural gas from Louisiana, Mississippi, South Dakota, and Texas) -----	376, 818, 000
1954 -----	368, 233, 000
Total -----	#1, 000, 990, 000

☆ **14.4.** Where both columns are reading columns, they are separated by an em space which is to be included as part of the overall measure allotted the second column.

Particulars	Artist
To the French Government:	
The entire collection of French paintings on □ Degas. loan, with the exception of Mlle. DuBourg (Mme. Fantin-Latour).	
Avant la Course -----	Do.
To Col. Axel H. Oxholm, Washington, D.C.:	
Martha Washington, George Washington, and Thomas Jefferson.	Attributed to Jonathan E. Earl, Los Angeles, Calif.
Roses -----	Renoir.
Do -----	Forain.
Roses in a Chinese Vase and Sculpture by Maillol.	Vuillard.
Maternity -----	Gauguin.

### Continued heads

**14.5.** If leaderwork continues on a following page or is doubled up, continue center and side heads, including colon lines, in stub; also units of quantity or other words over figure and reading columns. In leaderwork set broad measure, no heads or units of quantity are repeated when the matter continues on the facing page. (See also rules 13.52-13.54.)

**Ditto**

**14.6.** The abbreviation *do.* is capitalized and preceded by quads in stub; it is capitalized and preceded and followed by quads in last reading column; it is lowercased when used under a unit of quantity in stub. (See rules 14.4 and 14.22.)

**Dollar mark and ciphers**

**14.7.** The dollar mark or any other money symbol is used at the beginning of each statement, on the first line of double-up matter, at the head of a continued statement, and on the first line of each cut-in group. A dollar mark or any other money symbol does not carry through leaders in leaderwork.

**14.8.** In a column containing mixed amounts (as money, tons, gallons, etc.) the figures are alined on the right, and the dollar mark or other symbol is repeated before each sum of money. If several sums of money are grouped and added to make a total, they are separated from the nonmoney group by a parallel dash, and the symbol is placed on the first figure of the separated group only. (See rule 13.85.)

**14.9.** If two columns of sums of money add or subtract one into the other and one carries points and ciphers, the other should also carry points and ciphers.

**Flush items and subheads**

**14.10.** Flush items clear the figure column.

**14.11.** Subheads are centered in full measure; if they extend to the figure column, the figure column and an equal space on the left are cleared.

**Footnotes**

**14.12.** Footnotes to leaderwork follow the style of footnotes to tables. (See "Footnotes and references," p. 202.)

**14.13.** Footnote references begin with 1 in each statement, and footnotes are placed at end of statement, separated from it by 2 leads. Separate notes from matter following by not less than 6 points.

**14.14.** If the leaderwork runs over from one page to another, the appropriate footnotes are carried on each page, and are repeated as necessary.

**14.15.** If the footnotes to leaderwork and text fall at bottom of page, the footnotes to leaderwork are placed above footnotes to text and the two groups are separated by a 50-point rule, flush on the left.¹

**Units of quantity**

**14.16.** Units of quantity or other words over a stub or figure column are set in 6-point italic and are separated from leaderwork by 2 points. These heads aline on the bottom. (See examples in rule 13.172.)

**14.17.** The example below shows the style to be observed where there is a short colon line at left. In case of only one subentry, run in with colon line and preserve the colon.

Baltimore & Ohio RR.:

Freight carried:

May .....	<i>Tons</i> #150, 000
-----------	--------------------------

June .....	152, 000
------------	----------

Coal carried .....	900, 000
--------------------	----------

Pennsylvania RR.: Freight carried Jan. 1, 1938, including freight carried by all its subsidiaries .....	121, 000
------------------------------------------------------------------------------------------------------------	----------

¹ Livestock not included.

¹ This shows the relative positions for footnotes in leaderwork and text on the same page.



14.18. If there is no colon line, the style is as follows:

Freight carried by the Pennsylvania R.R. and the Baltimore & Ohio R.R. in May.....	Tons 371, 500
------------------------------------------------------------------------------------	------------------

14.19. Explanatory matter is set in 6 point under leaders (note omission of period):

-----	-----	-----
(Name)	(Address)	(Position)

14.20. In blank forms, leaders used in place of complete words to be supplied are preceded and followed by a space.

On this ..... day of ..... 19...

14.21. In half measure doubled up, units of quantity are alined across the page. (See also rule 15.23.)

Seedlings:	Inches	Seedlings—Continued	Inches
Black locust.....	27	Osage-orange .....	20
Honey locust.....	16	Catalpa .....	16
Green ash.....	7	Black walnut.....	10

14.22. Mixed units of quantity and amounts and words in figure column are set as follows:

Capital invested.....	\$8, 000
Value of implements and stock.....	\$3, 000
Land under cultivation.....	acres... 128. 6
Orchard .....	do... 21. 4
Forest land.....	square miles... 50
Livestock:	
Horses:	
Number .....	8
Value .....	\$1, 500
Cows:	
Number .....	18
Estimated weekly production of butter per milk cow .....	pounds... 7½
Hogs:	
Number .....	46
Loss from cholera.....	None

14.23. Abbreviated unit of quantity repeated:

Height at shoulder (top of third dorsal), <i>Brontops robustus</i> .....	mm... 1 ² , 311
Width of atlas, <i>Diploclonus tyleri</i> .....	mm... 320
Weight of specimen.....	oz... 6

¹ Estimated.

14.24. If there are no figures in a line, the leaders should be broken from those in preceding column by an en space.

Sales of shoes.....	\$1, 200
Loss on sales.....	#.....

14.25. In linotype leaderwork, where there is only one word in the stub a space may be used after the word before the leaders begin. The space is to be as small as possible consistent with economical typesetting. In unusual instances the space may also be used if there are two words but is not to be used with three or more words.

For example, see page 380.

## NOTES

## 15. TEXT FOOTNOTES, INDEXES, AND CONTENTS

### FOOTNOTES AND REFERENCE MARKS

(For footnotes in tabular work, see p. 202.)

**15.1.** Except as noted under "Abbreviations" (p. 149), footnotes to text follow the style of text.

**15.2.** In a publication divided into chapters, sections, or articles, each beginning a new page, text footnotes begin with 1 in each such division. In a publication without such divisional grouping, footnotes are numbered consecutively from 1 to 99, and then begin with 1 again. In congressional hearings, footnotes begin with 1 on each page. However, in supplemental sections, such as appendixes and bibliographies, which are not parts of the publication proper, footnotes begin with 1.

**15.3.** Copy preparers must see that references and footnotes are plainly marked, and must also indicate the measure if footnotes are to be doubled, or tripled.

**15.4.** On a job that is not completed, the last footnote number must be given to Chief Copy Preparer, who will enter it in copybook, so that there will be no question as to next footnote number.

**15.5.** If a reference is repeated on another page, it should carry the original footnote; but to avoid repetition of a long note, the copy preparer may use the words "See footnote 3 (6, 10, etc.) on p. —" instead of the entire footnote.

**15.6.** Unless copy is otherwise marked: (1) Footnotes to 12-point text (except 12-point briefs) are set in 8 point; (2) footnotes to 11-point text are set in 8 point, except in Supreme Court reports, in which they are set in 9 point; (3) footnotes to 10- and 8-point text are set in 6 point. (See also "Courtwork," p. 239.)

**15.7.** Footnotes are set as paragraphs and are separated from the text by a 50-point rule on 6-point body, flush on the left, with 1 lead above and below the rule.

☆**15.8.** Footnotes to indented matter (other than excerpt footnotes) are set full measure. (See also rules 13.119 and 13.169.)

☆**15.9.** To achieve faithful reproduction of indented excerpt material (particularly legal work) containing original footnotes, these footnotes are also indented and placed at bottom of excerpt, separated by 3 leads; no side dash is used. Reference numbers are not changed to fit numbering sequence of text footnotes.

☆**15.10.** Footnotes must always begin on the page carrying the reference. The breaking over of a footnote from one page to the next should be avoided; but when this is unavoidable, the break should not be made on a paragraph.¹

**15.11.** Footnotes to charts, graphs, and other illustrations should be placed immediately beneath such illustrative material.

¹ When a footnote breaks from an odd (right-hand) page to an even (left-hand) page, the word (Continued) will be placed flush right below the last line where the break occurs and flush left above the



15.12. A cutoff dash is not required between the chart or graph and the footnotes.

☆15.13. For reference marks, roman superior figures and italic superior letters (always Modern typeface) and symbols are used. Superior figures (preferred) and letters are separated from the words to which they apply by thin spaces, unless immediately preceded by periods or commas; footnote symbols are set closed up.

15.14. Where reference figures might lead to ambiguity (for example, in matter containing exponents), asterisks, daggers, etc., or italic superior letters may be used.

15.15. When symbols or signs are used for footnote reference marks, their sequence should be (*) asterisk, (†) dagger, (§) double dagger, (§) section mark, and (||) parallel. Should more symbols be needed, these may be doubled or tripled, but for simplicity and greater readability, it is preferable to extend the assortment by adding other single-character symbols.

15.16. Symbols with commonly established other meanings likely to produce confusion, such as the percent mark (%) and the number mark (#), should not be used.

15.17. To avoid possible confusion with numerals and letters frequently occurring in charts and graphs, it is preferable in such instances to use symbols as reference marks.

15.18. When an item carries several reference marks, the superior-figure reference precedes an asterisk, dagger, or similar character used for reference.

15.19. A superior reference mark follows all punctuation marks except a dash, but falls inside a closing parenthesis or bracket if applying only to matter within the parentheses or brackets.

15.20. Two or more footnote references occurring together are separated by thin spaces, not commas.

15.21. In a series of short footnotes, reference numerals or letters are alined on the right.

## INDEXES AND TABLES OF CONTENTS

15.22. Indexes and tables of contents are set in the same style as the text, except that *See* and *see also* are set in italic.

15.23. *Page, section, paragraph, etc.*, over figure columns are set in roman, flush on right, with 1 lead below even in solid matter. However, to avoid excess space caused by short entry lines, *page, etc.*, will be lowered to within 1 lead of figure column. This treatment does not apply to contents with more than one figure column or to two-column indexes. (See also rule 15.33.)

ANNUAL REPORT OF THE SECRETARY OF THE TREASURY	455
------------------------------------------------	-----

Notes—Continued

Treasury:

Marketable:

Exchanges

Page

459

ANNUAL REPORT OF THE SECRETARY OF THE TREASURY	455
------------------------------------------------	-----

Notes—Continued

Treasury

Page

459

(Continued)

continued portion. The usual 50-point dash is used above each part. Where break occurs on facing pages; i.e., from even page to odd page, do not use (*Continued*) slugs.

**15.24.** Where a word occurs in an index page column, either alone or with a figure, it is set flush on the right. If the word extends back into the leaders, it is preceded by an en space.

	Page
Explanatory diagram.....	Frontispiece
General instructions.....	VIII
Capitalization ( <i>see also</i> Abbreviations).....	16
Correct imposition (diagram).....	Facing 34
Legends. ( <i>See</i> Miscellaneous rules.).....	
Appendixes A, B, C, and D, maps, illustrations, and excerpts	

In supplemental volume

**15.25.** The figure column is 3 ems wide unless otherwise indicated.

**15.26.** Thin periods and commas are used in figure columns of indexes.

**15.27.** For better appearance, Roman numerals should be set in small caps in the figure columns of tables of contents and of indexes.

**15.28.** In indexes set with leaders, if the page numbers will not fit in the leader line, the first number only is set in that line and the other numbers are overrun. If the entry makes three or more lines and the last line of figures is not full, do not use a period at the end.

If page folios overrun.....	220,		And this way when overrun
224, 227, 230, 240	220,		folios make two or more lines.
	224-225, 230-240, 245, 246, 250-		
	255, 258, 300		

(For examples of item indentions in reading column of indexes set with leaders, see p. 529.)

**15.29.** Overrun page numbers are indented  $3\frac{1}{2}$  ems in measures not over 20 picas and 7 ems in wider measures, more than one line being used if necessary. These indentions are increased as necessary to not less than 2 ems more than the line immediately above or below.

**15.30.** When copy specifies that all overs are to be a certain number of ems, the runovers of the figure column shall be held in 2 ems more than the specified indention.

**15.31.** Examples of block-type indexes:

*Example 1*

Medical officer, radiological defense, 3  
 Medicolegal dosage, 44  
 Military Liaison Committee, 4  
 Monitoring, 58  
   Air, 62  
   Personnel, 59  
     Civilian, 60  
     Military, 59  
   Sea, 61  
   Ship, 61  
 Monitors, radiological defense, 3  
 NEPA, 29  
 NEPS, project, 30  
 Neutron(s), 16  
   Flux, 41  
 Nuclear binding energy, 22  
 Nuclear energy, release of, 23

*Example 2*

Brazil—Continued  
 Exchange restrictions, etc.—Con.  
   Williams mission (*see also* Williams, John H., special mission), efforts in connection with exchange control situation, 586-588  
 Trade agreement with United States, proposed:  
   Draft text, 558-567  
   Proposals for—  
     Inclusion of clauses relating to exchange control operation, 550, 551, 557  
     Joint United States-Brazilian declaration of policy: Brazilian attitude, 553, 569, 570, 572-574; information concerning, 550, 551, 552

**15.32.** In index entries the following forms are used:

Brown, A. H., Jr. (*not* Brown, Jr., A. H.)  
 Brown, A. H., & Sons (*not* Brown & Sons, A. H.)  
 Brown, A. H., Co. (*not* Brown Co., A. H.)  
 Brown, A. H., & Sons Co. (*not* Brown & Sons Co., A. H.)

**15.33.** In a table of contents, where *chapter*, *plate*, or *figure* is followed by a number and period in the first line and cleared in the following lines, an en quad is used after the period in the first line and the periods are alined on the right. Roman numerals, if used, aline on the right.

Chapter	Page
I. Introduction.....	I
II. Summary.....	1
VIII. Conclusions.....	7

**15.34.** Subheads in indexes and tables of contents are centered in the full measure. If such subheads extend into the figure column, the figure column and an equal number of ems on the left are cleared.

☆**15.35.** In contents set in combination of two sizes of lightface type, or in combination of boldface and lightface type, all leaders and page numbers will be set in lightface roman type. Contents set entirely in boldface will use boldface page numbers. All page numbers will be set in the predominant size.

	Page
<b>PART I. MAINTENANCE OF PEACE AND SECURITY.....</b>	<b>5</b>
Disarmament.....	6
Peaceful Uses of Atomic Energy.....	7
<b>Part I. Maintenance of Peace and Security.....</b>	<b>5</b>
Disarmament.....	6
Peaceful Uses of Atomic Energy.....	7
<b>Part I. Maintenance of Peace and Security.....</b>	<b>5</b>
Disarmament.....	6
Peaceful Uses of Atomic Energy.....	7



## 16. DATELINES, ADDRESSES, AND SIGNATURES

☆16.1. The general principle involved in the typography of datelines, addresses, and signatures is that they should be so set as to stand out clearly from the body of the letter or paper which they accompany. This is accomplished by using caps and small caps and italic, as set forth below. Other typographic details are designed to insure uniformity and good appearance. Street addresses and ZIP code numbers are not to be used. (But in certain lists which carry ZIP code numbers regular spacing will be used preceding ZIP code.) Certain general instructions apply alike to datelines, addresses, and signatures.

---

**Envelope addresses and return addresses (also names of agencies and addresses set in single lines)**

U.S. House of Representatives  
Committee on Education and Labor  
Room 429, House Office Building  
Washington, D.C. □20515

---

### General instructions

16.2. Principal words in datelines, addresses, and titles accompanying signatures are capitalized.

☆16.3. *Mr.*, *Mrs.*, *Ms.*, and all other titles preceding a name, and *Esq.*, *Jr.*, *Sr.*, and *2d* following a name in address and signature lines, are set in roman caps and lowercase if the name is in caps and small caps or caps and lowercase; if the name is in caps, they are set in caps and small caps, if small caps are available—otherwise in caps and lowercase. (See also rule 9.37.)

16.4. Lines set in caps, caps and small caps, or small caps are spaced with en quads.

### Spacing

16.5. A lead is used, unless space is clear, between dateline and text or address, address and text, text and signature, and signature and address. (See examples, rule 16.28.)

### DATELINES

16.6. Datelines at the beginning of a letter or paper are set at the right side of the page, the originating office in caps and small caps, the place name and date in italic; if the originating office is not given, the place name is set in caps and small caps and the date in italic; if only the date is given, it is set in caps and small caps. Such datelines are indented from the right 1 em for a single line; 3 ems and 1 em, successively, for two lines; and 5 ems, 3 ems, and 1 em, successively, for three lines. In measures 30 picas or wider, these indentions are increased by 1 em.

THE WHITE HOUSE, □ □ □  
*Washington, D.C., January 1, 1966.* □  
THE WHITE HOUSE, *July 30, 1966.* □

---

NOTE.—The U.S. Government Correspondence Manual offers proper forms of addresses, salutations and closings. (See "Bibliography," p. 3.)

TREASURY DEPARTMENT, □□□□□  
 OFFICE OF THE TREASURER, □□□  
*Washington, D.C., January 1, 1966.* □  
 TREASURY DEPARTMENT, *July 30, 1966.* □  
 DEPARTMENT OF COMMERCE, □□□  
*July 30, 1966.* □  
 OFFICE OF JOHN SMITH & Co., □□□  
*New York, N.Y., June 6, 1966.* □  
 WASHINGTON, *May 20, 1966—10 a.m.* □  
 THURSDAY, *MAY 8, 1966—2 P.M.* □  
 JANUARY 24, 1966. □  
 WASHINGTON, *November 29, 1966* □□□  
 [Received December 6, 1966]. □  
 ON BOARD U.S.S. "CONNECTICUT," □□□  
*January 21, 1966.* □  
 OFFICE OF THE COMMISSIONERS OF THE □□□□□  
 DISTRICT OF COLUMBIA, □□□  
*Washington, January 6, 1966.* □

### 16.7. Congressional hearings:

#### MONDAY, OCTOBER 24, 1966¹

HOUSE OF REPRESENTATIVES, □□□□□□□  
 SUBCOMMITTEE ON IMMIGRATION, □□□□□  
 COMMITTEE ON THE JUDICIARY, □□□  
*Washington, January 10, 1966.* □  
 HOUSE OF REPRESENTATIVES, □□□□□□□  
 COMMITTEE ON MERCHANT MARINE □□□□□  
 AND FISHERIES, □□□  
*Washington, D.C.* □  
 U.S. SENATE, □□□□□□□  
 SUBCOMMITTEE OF THE COMMITTEE □□□□□  
 ON ARMED SERVICES, □□□  
*Washington, D.C.* □  
 CONGRESS OF THE UNITED STATES, □□□□□  
 JOINT COMMITTEE ON ATOMIC ENERGY, □□□  
*Washington, D.C.* □

16.8. Datelines at the end of a letter or paper, either above or below signature, are set on left in caps and small caps for the place and italic for the date. When the word *dated* is used, dateline is set in roman caps and lowercase.

- MAY 7, 1966.
- STEUBENVILLE, OHIO.
- STEUBENVILLE, OHIO, *July 1, 1966.*
- Dated July 1, 1966.
- Dated Albany, March 12, 1966.

16.9. Datelines in newspaper extracts are set at the beginning of the paragraph, the place name in caps and small caps and the date in roman caps and lowercase, followed by a period and a 1-em dash.

- ABOARD S.S. "HOPE," April 3, 1972.—
- NEW YORK, N.Y., August 21, 1966.—A dispatch received here from * * *.

¹ Dates in House hearings on appropriation bills are set on right in 10-point caps and small caps, with a 5-em dash above each date.

## ADDRESSES

**16.10.** Addresses are set flush left at the beginning of a letter or paper in congressional work (or at end in formal usage). (See examples, rule 16.28.)

**16.11.** At beginning or at end:

To SMITH & JONES and  
☐ BROWN & GREEN, Esqs.,  
*Attorneys for Claimant*  
 (Attention of Mr. Green).

HON. JOHN L. McCLELLAN,  
*U.S. Senate.*

HON. CARROLL D. KEARNS,  
*U.S. House of Representatives.* (Collective address)

The PRESIDENT,  
*The White House.*

**16.12.** A long title following an address is set in italic caps and lowercase, the first line flush left and right, overruns indented 2 ems to clear a following 1-em paragraph indention.

HON. HUBERT H. HUMPHREY,  
*Chairman, Subcommittee on Reorganization of the Committee on Government*  
☐ ☐ *Operations, U.S. Senate, Washington, D.C.*

**16.13.** The name or title forming the first line of the address is set in caps and small caps, but *Mr.*, *Mrs.*, or other title preceding a name, and *Esq.*, *Jr.*, *Sr.*, or *2d* following a name, are set in roman caps and lowercase; the matter following is set in italic. The words *U.S. Army* or *U.S. Navy* immediately following a name are set in roman caps and lowercase in the same line as the name.

Maj. Gen. EDWARD M. MARKHAM, Jr., U.S. Army,  
*Chief of Engineers.*

CHIEF OF ENGINEERS, U.S. ARMY. (Full title, all caps and small caps.)

Maj. Gen. EDWARD M. MARKHAM,  
*Chief of Engineers, U.S. Army,*  
*Washington, D.C.*

HON. RALPH R. ROBERTS,  
*Clerk of the House of Representatives.*

HON. JOHN L. McCLELLAN,  
*U.S. Senator, Washington, D.C.*

HON. CHARLES POTTER,  
*Senate Office Building, Washington, D.C.*

The COMMITTEE ON APPROPRIATIONS,  
*House of Representatives.*

**16.14.** General (or collective) addresses are set in italic caps and lowercase, flush left, with overruns indented 2 ems and ending with a colon, except when followed by a salutation, in which case a period is used.

**16.15.** Examples of general addresses when not followed by salutation (note the use of colon at end of italic line):

*To the Officers and Members of the Daughters of the American Revolution,*  
☐ ☐ *Washington, D.C.:*

*To the American Diplomatic and Consular Officers:*

*To Whom It May Concern:*

*Collectors of Customs:*

*To the Congress of the United States:*



**16.16.** Example of general address when followed by salutation (note the use of period at end of italic line):

*Senate and House of Representatives.*

[1 lead]

□ GENTLEMEN: You are hereby * * *.

**16.17.** Examples illustrating other types of addresses:

To the EDITOR:

To JOHN L. NELSON, *Greeting:*

To JOHN L. NELSON, *Birmingham, Ala., Greeting:*

To the CLERK OF THE HOUSE OF REPRESENTATIVES:

CHIEF OF ENGINEERS

(Through the Division Engineer).

[1 lead]

□ MY DEAR SIR: I have the honor * * *.

□ Mr. REED: I have the honor * * *.

□ DEAR MR. REED: I have the honor * * *.

Lt. (jg.) JOHN SMITH,

*Navy Department:*

[1 lead]

□ The care shown by you * * *.

STATE OF NEW YORK,

*County of New York, ss:*

[1 lead]

□ Before me this day appeared * * *.

DISTRICT OF COLUMBIA, ss:

[1 lead]

□ Before me this day appeared * * *.

## SIGNATURES

**16.18.** Signatures, preceded by an em dash, are sometimes run in with last line of text. (See also rule 8.68.)

**16.19.** Signatures are set at the right side of the page. They are indented 1 em for a single line; 3 ems and 1 em, successively, for two lines; and 5 ems, 3 ems, and 1 em, successively, for three lines. In measures 30 picas or wider, these indentions are increased by 1 em. (See examples, rule 16.28.)

**16.20.** The name or names are set in caps and small caps; *Mr.*, *Mrs.*, and all other titles preceding a name, and *Esq.*, *Jr.*, *Sr.*, and *2d* following a name, are set in roman caps and lowercase; the title following name is set in italic. Signatures as they appear in copy must be followed in regard to abbreviations.

**16.21.** If name and title make more than half a line, they are set as two lines.

**16.22.** Two to eight independent signatures, with or without titles, are alined on the left, and the longest name is indented 1 em from the right if no title follows.

W. H. SOUTHERLAND. □

JAMES G. GREEN.

WM. C. WILSON.

WARREN H. ATHERTON. □ □ □

ALBERT J. HAYES.

THOMAS C. KINKAID,

*Commander, U.S. Navy (Retired).* □

DAVID SARNOFF, *Chairman.*

**16.23.** More than eight signatures, with or without titles, are set full measure, roman caps and lowercase, run in, indented 5 and 7 ems

in measures of 26½ picas or wider; in measures less than 26½ picas, indent 3 and 5 ems.

□□□□□ Brown, Shipley & Co.; Denniston, Cross & Co.; Fruhling & Groschen,  
 □□□□□□□ Attorneys; C. J. Hambro & Sons; Hardy, Nathan & Co.; Heilbut,  
 □□□□□□□ Symons & Co.; Harrison Bros. & Co., by George Harrison;  
 □□□□□□□ Hoare, Miller & Co.; Thomas Eaton Co.

**16.24.** A long title following a signature is set in italic caps and lowercase and is indented 2 and 3 ems on the left and 1 em on the right. These indentions are increased 1 em in measures 30 picas or wider.

□□□ Yours truly,

(Signed) □ THOMAS E. RHODES, □□□

□□□ *Special Assistant to the Attorney General, Attorney for Howard Sutherland,* □  
 □□□ *Director, Office of Alien Property, and H. T. Tate, Acting Treasurer.*

**16.25.** The punctuation of closing phrases is governed by the sense. A detached complimentary close is made a new paragraph.

**16.26.** Examples of various kinds of signatures:

UNITED STATES IMPROVEMENT Co., □  
 By JOHN SMITH, *Secretary.*

TEXARKANA TEXTILE MERCHANTS & □  
 □ MANUFACTURERS' ASSOCIATION,  
 JOHN L. JONES, *Secretary.*

TEXARKANA TEXTILE MERCHANTS & □□□  
 □ MANUFACTURERS' ASSOCIATION,  
 HUBERT P. STONEGARTEN,  
*Board Member and Secretary.* □

JOHN L. PENN, *Solicitor,* □□□  
 Per FREDERICK VAN DYNE,  
*Assistant Solicitor.* □

JOHN W. SMITH □□□  
 (And 25 others). □

JOHN SMITH, □□□□□  
*Lieutenant Governor* □□□  
 (For the Governor of Maine). □

NORTH AMERICAN ICE Co., □  
 G. Y. ATLEE, *Secretary.*

Bob  
 ROBERT S. KERR. □

JOHN [his thumbmark] SMITH. □

CLARENCE CANNON,  
 AUGUST H. ANDRESEN,  
*Managers on the Part of the House.* □  
 [1 lead]

CARTER GLASS,  
 CARL HAYDEN,  
*Managers on the Part of the Senate.* □

□ I am, very respectfully, yours,

(Signed) □ FRED C. KLEINSCHMIDT, □□□  
*Assistant Clerk, Court of Claims.* □

□ I have the honor to be,

□□□ Very respectfully, your obedient servant,

(Signed) □ John R. King  
 (Typed) □ JOHN R. KING, □□□  
*Secretary.* □

or

(S) John R. King  
 JOHN R. KING, □□□  
*Secretary.* □

- ☐ Hoping to hear from you soon, I have the honor to be,  
☐ ☐ ☐ Very respectfully, your obedient servant,

HENRY L. JONES, M.D. ☐

MARY J. JONES  
 Mrs. Henry T. Jones. ☐

☐ Attest:

RICHARD ROE, *Notary Public*. ☐

☐ By the Governor:

NATHANIEL COX, *Secretary of State*. ☐

☐ Approved.

JOHN SMITH, *Governor*. ☐

☐ By the President:

CORDELL HULL, ☐ ☐ ☐  
*Secretary of State*. ☐

☐ On behalf of the Philadelphia Chamber of Commerce:

GEO. W. PHILIPS. ☐  
 SAM'L. CAMPBELL.

☐ Respectfully submitted.

L. A. WRIGHT, *U.S. Indian Agent*. ☐

☐ ☐ ☐ Yours truly,

Capt. JAMES STALEY, Jr., ☐ ☐ ☐  
*Superintendent*. ☐

☐ ☐ ☐ Respectfully yours,

J. B. ELLIS. ☐

☐ ☐ ☐ Very respectfully,

A. F. CALDWELL, *U.S. Indian Agent*. ☐

### 16.27. In quoted matter:

☐ ☐ ☐ "Very respectfully,

"M. T. JENKINSON. ☐  
 "ALBERT WARD."

### 16.28. Examples of various kinds of datelines, addresses, and signatures:

Re weather reports submitted by the International Advisory Committee of the

☐ ☐ Weather Council.

[1 lead]

Mr. WILLIAM E. JONES, Jr.,  
*Chairman, Commerce Committee,*  
*Washington, D.C.*

[1 lead]

☐ DEAR MR. JONES: We have been in contact with your office, etc.

[1 lead]

PAUL S. REED, ☐ ☐ ☐ ☐ ☐

*Executive Director*, ☐ ☐ ☐

*National Information Bureau*. ☐

☐ NEW YORK, August 19, 1964.

or, if copy—

☐ AUGUST 19, 1964.

LINCOLN PARK, MICH., February 15, 1966. ☐

[1 lead]

Re Romeo O. Umanos, Susanna M. Umanos, case No. S-254, Immigration and

☐ ☐ Naturalization Service application pending.

[1 lead]

Hon. FRANCIS E. WALTER,  
*Chairman, Subcommittee on Immigration,*  
*Committee on the Judiciary, Washington, D.C.*

[1 lead]

☐ DEAR MR. WALTER: You have for some time * * *.

☐ ☐ ☐ Sincerely yours,

CHARLES A. BRANDT, ☐ ☐ ☐  
*Architectural Designer*. ☐

Hon. FRANCIS E. WALTER,  
*Chairman, Subcommittee on Immigration of the Committee on the Judiciary, House*  
☐ ☐ *of Representatives, Washington, D.C.*

[1 lead]

☐ DEAR MR. WALTER: You have for some time * * *.



U.S. DEPARTMENT OF COMMERCE, ☐☐☐☐☐WEATHER BUREAU, ☐☐☐☐Washington, March 3, 1966. ☐

Hon. CHARLES E. CHAMBERLAIN,  
House of Representatives,  
Washington, D.C.

DEAR MR. CHAMBERLAIN: We will be glad to  
give you any further information desired.

☐☐☐ Sincerely yours,

F. W. REICHELDERFER, ☐☐☐☐Chief of Bureau. ☐


---

NEW YORK, N.Y., February 10, 1966. ☐

(1 lead)

To: All supervisory employees of production plants, northern and eastern divi-  
☐☐ sions, New York State.

From: Production manager.

Subject: Regulations concerning vacations, health and welfare plans, and wage  
☐☐ contract negotiations.

(1 lead)

☐ It has come to our attention that the time * * *.

---

WASHINGTON, D.C., May 16, 1971. ☐

The Honorable the SECRETARY OF THE NAVY.

(1 lead)

☐ DEAR MR. SECRETARY: This is in response to your letter * * *.

☐☐☐ Very sincerely yours,

[SEAL]

RICHARD NIXON. ☐


---

EAST LANSING, MICH., June 10, 1966. ☐

To Whom It May Concern:

(1 lead)

☐ I have known Kyu Yawp Lee for 7 years and am glad to testify as to his fine  
character. He has been employed * * *.

☐ Wishing you success in your difficult and highly important job, we are,

☐☐☐ Sincerely yours,

ELWIN J. GLEASON.

MILDRED T. GLEASON. ☐


---

MARCH 10, 1966. ☐

Hon. JAMES O. EASTLAND,  
Chairman, Committee on the Judiciary,  
U.S. Senate, Washington, D.C.

(1 lead)

☐ DEAR SENATOR: In response to your request for a report relative to * * *.

☐☐☐ Sincerely,

J. M. SWING, Commissioner. ☐


---

VETERANS' ADMINISTRATION, ☐☐☐☐☐☐☐

OFFICE OF THE ADMINISTRATOR OF ☐☐☐☐☐☐VETERANS' AFFAIRS, ☐☐☐☐Washington, D.C. ☐

Hon. JOHN L. McCLELLAN,  
Chairman, Committee on Government Operations,  
U.S. Senate, Washington, D.C.

(1 lead)

☐ DEAR SENATOR McCLELLAN: Further reference is made to your reply * * *.

☐☐☐ Sincerely yours,

JOHN S. PATTERSON, ☐☐☐☐☐☐☐Deputy Administrator ☐☐☐☐☐☐(For and in the absence of ☐☐☐☐H. V. Higley, Administrator). ☐

WASHINGTON, D.C., September 16, 1966. ☐

Mr. WILLIAM E. JONES, Jr.,  
*Special Assistant to the Attorney General, Attorney for Howard Sutherland, Director,*  
☐ ☐ *Office of Alien Property.*

☐ ^[1 lead] DEAR MR. JONES: In reply to your letter * * *.  
☐ ☐ ☐ Yours truly,

(Signed) ☐ THOMAS E. RHODES, ☐ ☐ ☐  
☐ ☐ *Special Assistant to the Attorney General, Attorney for Howard Sutherland,* ☐  
☐ ☐ *Director, Office of Alien Property.*

☐ ^[2 leads] P.S.—A special word of thanks to you from J. R. Brown for your fine help.  
T. E. R. ☐ ^[1 lead]

TOKYO, JAPAN, November 13, 1966. ☐

U.S. DEPARTMENT OF JUSTICE,  
 IMMIGRATION AND NATURALIZATION SERVICE,  
*Detroit, Mich.*  
☐ ^[1 lead]

☐ GENTLEMEN: This letter will testify to the personal character * * *.  
☐ ☐ ☐ Very truly yours,

Mrs. GRACE C. LOHR, ☐ ☐ ☐ ☐ ☐  
*Inspector General Section, HQ, AFPE,* ☐ ☐ ☐  
*APO 343, San Francisco, Calif.* ☐

**16.29.** The word *seal* appearing with the signature of a notary or of an organized body, such as a company, is indented 1 em from left; if in personal signature, put at right and indent 1 em. Place 1 em quad between seal and signature. The word *seal* is to be set in small caps and bracketed. (See rule 16.30.)

☐ [SEAL] RICHARD ROE, ☐ ☐ ☐  
*Notary Public.* ☐

J. M. WILBER. ☐ [SEAL] ☐

BARTLET, ROBINS & Co. ☐ [SEAL] ☐

☐ Done at the city of Washington this 26th day of September in the year of our Lord nineteen hundred seventy-  
☐ [SEAL] ☐ two, and of the independence of the United States of America the one hundred ninety-seventh.

RICHARD NIXON. ☐

☐ Done at the city of Washington this 26th day of September in the year of our Lord nineteen hundred seventy-two, and of the independence of the  
☐ [SEAL] ☐ United States of America the one hundred ninety-seventh.

RICHARD NIXON. ☐

☆ **16.30.** Presidential proclamations after May 23, 1967, do not utilize the seal except when they pertain to treaties, conventions, protocols, or other international agreements. Copy will be followed literally with respect to the inclusion of *and* between elements of numerical expressions.

NOW, THEREFORE, I, RICHARD NIXON, President of the United States of America, do hereby designate Saturday, September 23, 1972, as National Hunting and Fishing Day.

* * * * *

IN WITNESS WHEREOF, I have hereunto set my hand this second day of May, in the year of our Lord nineteen hundred seventy-two, and of the Independence of the United States of America the one hundred ninety-sixth.

RICHARD NIXON. ☐

## 17. COURTWORK

(See also Capitalization; General Instructions; Italic)

17.1. Courtwork differs in style from other work only as set forth in this section; otherwise the style prescribed in the preceding sections will be followed.

### Briefs, decisions, exhibits, and opinions

☆17.2. In general, copy is printed "Fol. lit."

☆17.3. Titles of legal cases are italicized.

17.4. Single punctuation is used in citations wherever possible.

17.5. When "emphasis supplied," "emphasis added," or "emphasis ours" appears in copy, it should not be changed; but "underscore supplied" should be changed to "italic supplied."

17.6. When *Question* and *Answer* are spelled out in copy, set in separate paragraphs.

17.7. In National Labor Relations Board transcript, the abbreviated forms *Q.* and *A.* are always used, run in, and the question and its answer are connected by an em dash.

17.8. The words *infra* and *supra* are italicized. Copy is followed for the use of italic in Latin legal terms and abbreviations, in addition to italic used for emphasis.

17.9. In the titles of cases the first word and all principal words are capitalized, but not such terms as *defendant* and *appellee*.

17.10. In the titles of cases copy is followed as to use of figures and abbreviations.

17.11. Abbreviations in names of legal cases are to be followed literally in all classes of work.

17.12. The following examples indicate the capitalization, italic, small caps, abbreviations, etc., generally used, except the word *case*, which is set in italic only when so indicated in copy.

Defendant John Smith; but the defendant, John Smith

The *Legal Tender* cases

In *Clarke's* case, the court said * * *

In the case of *Clarke*

*Clarke's* case (14 How. 14)

WALLACE, J., delivered the opinion

*Brown's* case, 14 Hun 14 (N.Y. 1838)

In *Roe v. Doc*, the court ruled * * *

In *Ex parte 74*, the court said * * *

(*Ex parte 74*, 58 I.C.C. 220)

In the *Fifteen Percent Rate Increase* case, the court decided * * *

In the case of *Jones against Robinson* (A general or casual reference to a case)

In *Jones v. Robinson*, 122 U.S. 329 (1929)

In *In re Robinson*, 19 Wall. (18 U.S.)

304 (1910), the Court * * *

*John Brown, Jr. v. Edwin Smith*

*Smith & Brown, Inc. v. Commissioner*

*Commissioner, etc. v. Klein Chain Co.*

*Dunham Towing & Wrecking Co. v.*

*Bassett* (the *Aksel Monson* case)

*United States v. 12 Diamond Rings*

*The United States v. Forty Hogsheads of Tobacco*

Stat., Rev. Stat., Stat. L., or R.S., as written

Bowman Act, 22 Stat. 50 (1939)

Act of August 5, 1953 (67 Stat. 588;

18 U.S.C. 1162 (or U.S.C., title 18, sec. 1162))

Act of August 5, 1882, Supp. Rev. Stat. sec. [or §] 284; Rev. Stat. sec.

[or §] 15

Public Law 250, 84th Cong., 2d sess. (67 Stat. 623)

Public Law 85-143, Aug. 14, 1957

30 U.S.C., 1952 ed., Supp. II, sec. 184



(C.A.D.C. 1941) [Appeals, Dist. of Columbia]  
 (D.D.C. 1955) [District Court, Dist. of Columbia]  
 164 Fed. 205 (N.D. W. Va. 1949)  
 117 F. Supp. 463 (N.D. Del. 1949)  
 9 Pac. 735 (Mont. 1935)  
 9 P. 2d 1095 (Wash. 1932)  
 44 Atl. 317 (Del. 1899)  
 37 A. 2d 10 (Del. 1944)  
 259 S.W. 57 (Mo. 1957)  
 14 Fed. Cas. 143, No. 7621 (C.C.N.D. Ill. 1876)  
 34 Comp. Gen. 230 (1954)  
 132 Ct. Cl. 645 (1955)  
 43 CFR 192.14 [Code of Federal Regulations]  
 43 CFR, 1940 ed., 192.14  
 43 CFR, 1940 ed., Cum. Supp., 19.14

21 F.R. 623 [Federal Register]  
*United States v. Eller*, 114 F. Supp. 284 (N.D.N.C.), *rev'd* 208 F. (2d) (or (2) (but do not supply parentheses on "2d" if not in copy)) 716 (4th Cir. 1953), cert. denied, 347 U.S. 934 (1954)  
*United States ex rel. Smith v. Jones*  
*In the Matter of Jones*  
 8 Wigmore, *Evidence* § 2195 (3d ed. 1940)  
*Cf. Thomas v. Jones, supra*  
*Smith et al. v. Jones, infra*  
 Restatement, Second, *Agency* § 103  
 2 Moore, *Federal Practice* 9.2 at 1162, footnote 15  
 Legislative History:  
   I Leg. Hist. 983 (1949)  
   II Leg. Hist. 1001 (1959)

**17.13.** In citations of single lines, the period is inserted at the end of each line.

**17.14.** If citations are run in, semicolons are used.

**17.15.** The following forms show punctuation and spacing required:

1. X Q.	4. R. X Q.	24. Q.	46th. Cross-int.
X Ques. 1.	Re X Q. 1.	24. Question.	46. Cross-int.
1. Add. direct.	R. X Int. 1.	X Q. 1.	46. Cross-ques.
2. R.D.Q.	24. X Int.	24. Int.	46. C. Int.
3. R.R.D.Q.	X Int. 1.	5 Re X Q.	46th. C. Int.
3. Re D.Q.	X 20.	Re-R. X Q. 5.	Answer to cross-int. 1.
2. Re-R.D.Q.	24. X.	24th. Cross-ques.	Question 1.

**17.16.** When spelled out, use the following forms:

cross-examination  
 cross-interrogatory  
 re-cross-examination

redirect examination  
 re-redirect examination

☆**17.17.** Brackets, not parentheses, are used (in transcripts, congressional hearings, testimony in courtwork, etc.) to enclose interpolations that are not specifically a part of the original quotation, corrections, explanations, omissions, editorial comments, or to caution that an error is reproduced literally.

☆**17.18.** If the entire sentence is in brackets, the punctuation should be within the brackets.

☆**17.19.** The following examples illustrate the use of brackets, other punctuation, and spacing (see also, rule 8.20).

At end of sentence: [Laughter.]; within sentence: [laughter]

The paper was as follows [reads]:

I do not know. [Continues reading:]

The CHAIRMAN [to Mr. Smith].

Mr. KELLEY [to the chairman].

SEVERAL VOICES. Order!

The WITNESS. He did it that way [indicating].

{2 leads}

☐ ☐ ☐ By the COMMISSIONER:

{1 lead}

Q. Do you know these men [handing witness a list]?

[Objected to.]

A. [After examining list.] Yes, I do.

Q. Did you see—A. No, sir.

Q. [Interrupting.] But why?—A. I really cannot say.

Q. What did you say?—A. It was the *City of Para*.

Q. The *City* of what? Did you say *Paris*?—A. No, I said *City*—

Q. Well, *Paris* or *Para*; it does not matter.

Question [continuing].

Answer [reads].

[2 leads]

☐ ☐ By Mr. SMITH:

[1 lead]

**17.20.** In text, a parenthetic citation at the end of a sentence is included within the sentence unless it forms a sentence in itself or unless copy is specifically marked otherwise; but if a sentence contains more than one parenthetic reference, the one at the end is placed before the period.

This statement is made by the defendant. [See exhibit 1.]

This statement is made in the claimant's brief [p. 65].

This statement is made by the defendant [exhibit 1], but its accuracy is open to doubt [see exhibit 29].

That case has *not* been decided. [*Italic ours.*]

**17.21.** Only one cut-in is used in courtwork. Text matter that is an excerpt from law or a citation of language used as an argument and not a part of the brief proper is indented 3 ems on the left and separated from the full measure preceding and following matter by 3 leads. Other matter that follows a colon is quoted.

**17.22.** Footnote matter following a colon does not indent. It is quoted and set full measure.

**17.23.** All footnotes in 12-point briefs are set 10-point leaded, and extracts in footnotes are set full measure and are quoted.

**17.24.** The following differences in capitalization and in the use of quotation marks should be noted:

The said paper was marked "Defendant's Exhibit No. 4" [exact title].

The defendant's exhibit No. 4 was thereupon placed on file.

**17.25.** The following capitalization is followed in all courtwork:

Circuit Court	Court of Appeals	John Smith, U.S. marshal
Circuit Court for the Southern District	Court of Customs and Patent Appeals	for the Northern District
Circuit Court of the United States for the Southern District of New York	Court of Claims	Southern District
	District Court	Sixth Circuit
	Emergency Court of Appeals	Superior Court
County Court		Supreme Bench
		Tax Court

**17.26.** Unless otherwise indicated, covers and captions in briefs are single leaded at all times. Signatures are also single leaded, even in briefs set double leaded.

### Supreme Court records

**17.27.** Paragraphs are made of answers in Q. and A. matter.

**17.28.** The folio number is flush in the same line as the first word of the folio and in a cut-in 3 ems square (unless there are 10 points of white space above or below). Indentions of paragraphs, etc., are in addition to the 3-em cut-in. In hanging indentions of headings the extra indention is carried to the end of the heading. (See p. 246.)

**17.29.** A cut-in folio is not used opposite a paragraph reading "Endorsement on cover."

**17.30.** Copy is followed literally, including capitalization (initial capitalization of words), punctuation (including compounding), and obscene language, but not italic.

**17.31.** Italic letters are used only to indicate errors in spelling (for example, *curely* for *surely*), except in the names of persons and firms, in geographic names, and in foreign words that are not law terms. These and errors in syntax are not corrected. Roman letters are used to indicate errors in words set in italic.

**17.32.** In typewritten records manifest errors of the typewriter are corrected (for example, if one letter has been struck over another or if a space appears where a letter was obviously intended to be); but if a word is used in the wrong place (for example, *in* for *on*; *boot* for *boat*), it is not changed nor set in italic.

**17.33.** Words having the sanction of any dictionary are permissible, and the spelling is not changed.

**17.34.** An apostrophe is used to indicate the omission of one or more letters in a word; but in well-established abbreviations, the period is used instead of an apostrophe.

**17.35.** Doublets are indicated by italicizing the repeated words or lines.

**17.36.** A 3-em quad is used to indicate the omission of one or more words.

**17.37.** The names of vessels are set in roman, quoted.

**17.38.** The titles of cases are set in roman, including the abbreviation of *versus*.

**17.39.** The word *The* is capitalized in names of legal cases as follows:

the said The B. & O. RR. Co.  
The Sun v. The Globe  
The City of Washington v. The B. & O. RR. Co.  
the defendant, The Davies County Bank

**17.40.** Printing Office editorial marks must be erased before the copy is returned to the originating office. Copy preparers should make only necessary marks thereon, and those lightly, with a soft pencil. Cut-in folios should not be indicated on copy. All instructions are entered on the preparer's instruction sheet. The folio numbers on copy are picked up. Any matter preceding or following an original folio is marked, in pencil, with the jacket number followed by lowercase letters (e.g., J. 12-345a, J. 12-345b, etc., to the end).

**17.41.** Preparers must indicate on the instruction sheet such information as 11-point type, solid or leaded, cut-in folios, etc.

**17.42.** The following abbreviations of the names of reporters are used in citations of U.S. Supreme Court Reports:

<i>Name</i>	<i>Abbreviation</i>
Cranch	Cranch
Dallas	Dall. or Dal.
Howard	How.
Peters	Pet.
U.S. Reports	U.S.
Wallace	Wall.
Wheaton	Wheat.



[Cover for briefs]

No. 738

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# In the Supreme Court of the United States

OCTOBER TERM, 1966

BIG LAKE OIL COMPANY, PETITIONER

[3 leads]

v.

[3 leads]

D. B. HEINER, COLLECTOR OF INTERNAL REVENUE FOR THE  
TWENTY-THIRD DISTRICT OF PENNSYLVANIA

---

ON PETITION FOR WRIT OF CERTIORARI TO THE UNITED STATES  
COURT OF APPEALS FOR THE THIRD CIRCUIT

---

BRIEF FOR THE RESPONDENT IN OPPOSITION

---

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[Caption for briefs]

# In the Supreme Court of the United States

OCTOBER TERM, 1966

No. 738

BIG LAKE OIL COMPANY, PETITIONER

v.

D. B. HEINER, COLLECTOR OF INTERNAL REVENUE FOR THE  
TWENTY-THIRD DISTRICT OF PENNSYLVANIA

---

ON PETITION FOR WRIT OF CERTIORARI TO THE UNITED STATES  
COURT OF APPEALS FOR THE THIRD CIRCUIT

---

BRIEF FOR THE RESPONDENT IN OPPOSITION

---

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In briefs, agencies may request ZIP code numbers in a signature on cover and at end of brief.

JOHN SMITH,  
Attorney,  
Department of Justice,  
Washington, D.C. 20530.

[Cover for Circuit Court briefs]

No. 11266

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In the ¹ United States Court of Appeals  
for the ¹ Sixth Circuit

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[Case number is carried at this point in captions over text]

NATIONAL LABOR RELATIONS BOARD, PETITIONER

v.

S. H. KRESS & COMPANY, RESPONDENT

---

ON PETITION FOR ENFORCEMENT OF AN ORDER OF THE  
NATIONAL LABOR RELATIONS BOARD ²

---

BRIEF FOR THE NATIONAL LABOR RELATIONS BOARD ³

---

GEORGE J. BOTT,⁴

*General Counsel,*

SAMUEL M. SINGER,

ROBERT G. JOHNSON,

*Attorneys,*

*National Labor Relations Board.*

To be argued by:

MARCEL MALLET-PREVOST,

*Attorney.*⁵

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¹ "In the" and "for the" are not used in briefs for the Tenth Circuit, except for Tax Division briefs, in which these words are to be supplied. They are also to be supplied in briefs for all other circuit courts.

² In briefs for Second Circuit, set in 10-point italic.

³ In briefs for Second Circuit, set in 17L12 if one line and in 74L12 to avoid two lines.

⁴ In briefs for Second Circuit, set name in 12-point caps and small caps and title in italic.

⁵ In Second Circuit briefs, set in 12-point.

NOTES

1. Unless otherwise specified (see note 4), all courtwork is set 25 picas wide, 12-point double leaded, except briefs (including cover) which may be set 11-point single leaded to avoid excess length. Transcripts are set 11-point single leaded, including cover.

2. Indexes for 12-point briefs are set 10-point single leaded; 11-point briefs, 8-point leaded.

3. Footnotes for 12-point briefs are set in 10 point; 10-point briefs, 8 point; and 11-point Supreme Court reports, 9 point.

4. Tenth Circuit briefs are set 30 picas wide.

☆5. Tables are set 8-point leaded, with 8-point solid boxheads.

[Cover for briefs]

No. 49112

# In the United States Court of Claims

OTIS THORNTON, INDIVIDUALLY, AND OTIS THORNTON  
AS THE SURVIVING MEMBER OF AND IN BEHALF OF  
BOSWELL-KAHN-THORNTON COMMISSION CO. AND  
KAHN AND THORNTON COMMISSION CO., PLAINTIFF

v.

UNITED STATES OF AMERICA, DEFENDANT

## BRIEF FOR THE UNITED STATES

HOLMES BALDRIDGE,

*Assistant Attorney General,*

ANDREW D. SHARPE,

ELLIS N. SLACK,

*Special Assistants to the Attorney General,*

JOHN A. REES, Jr.,

*Attorney.*

## BREAKDOWN OF DISPLAY HEADS IN BRIEFS

### Supreme Court

12L8 CAPS

### I

12-POINT SMALL CAPS

10-POINT SMALL CAPS

*10-point lowercase italic*

10-point lowercase

*12-point lowercase italic* (run-in sidehead)

### Circuit courts

12L8 CAPS¹

### I. 17L10 lowercase, first up

#### A. 17L8 lowercase, first up

1. *17L8 lowercase italic, first up* (with roman figure "1")

a. *12-point lowercase italic* (centered or run-in sidehead)

12-point lowercase (centered or run-in sidehead)

¹Second Circuit, 17L10 Caps.



[Cover for briefs]

**BRIEF FOR RESPONDENT****United States Court of Appeals**

FOR THE DISTRICT OF COLUMBIA CIRCUIT

No. 10530

IDAHO POWER COMPANY, PETITIONER

v.

FEDERAL POWER COMMISSION, RESPONDENT

ON PETITION TO REVIEW ORDERS OF THE FEDERAL POWER  
COMMISSION

BRADFORD ROSS,

*General Counsel,*

WILLARD W. GATCHELL,

*Assistant General Counsel,*

JOHN C. MASON,

*Attorney,**Counsel for Respondent,**Federal Power Commission, Washington, D.C.***EXAMPLES OF CUT-IN AND RUN-IN FOLIOS**

(See rules 17.28-17.29)

11 In Supreme Court of District of Columbia

be considered, in justice and equity as a loss sustained by the corpo-  
☐☐☐ration in producing or in preparing to produce pyrites.25 The respondent says that the Secretary of the Interior did hear,  
consider, and determine that question, and that he found as a  
matter of fact that the Pratts were entitled to receive the * * *.[224]☐LONNIE SMETHERS [Board witness].

[225] DIRECT EXAMINATION

[107]☐☐☐By Mr. SMITH:[126]☐Q. Did you ever see Mr. Dougherty or Mr. Gullion come out?Q. Then, it is your testimony, is it, that the time you got up, and the  
machinery was shut down?—[109] A. Yes, sir.Q. Yes; tell us about it?—A. We started out with a certain number, I  
believe it was 12 packers * * * Gullion would [127] hire them * * *.he had been doing in the past, and that was about where that con-  
versa-[204]tion was left; and so far as the office employees are * * *.

[Cover for briefs]

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## In the United States Court of Customs and Patent Appeals

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Patent Appeal No. 5648

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IN RE HARKER H. HITTSON—IMPROVEMENT IN ROAD  
GRADER

---

BRIEF FOR THE COMMISSIONER OF PATENTS

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W. W. COCHRAN,  
*Solicitor, U.S. Patent Office.*

E. L. REYNOLDS,  
*Of Counsel.*

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[Supreme Court decisions]

## SUPREME COURT OF THE UNITED STATES

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No. 295.—OCTOBER TERM, 1960.

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Colonel Henry S. Robertson, President, Army Review Board, Petitioner, <i>v.</i> Robert H. Chambers.	} On Writ of Certiorari to the United States Court of Appeals for the District of Colum- bia Circuit.
-----------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------

[April 9, 1961.]

MR. JUSTICE DOUGLAS delivered the opinion of the Court.

Respondent, a former captain in the Army, was honorably discharged for physical disability and without retirement pay, as the result of a decision by an Army Retiring

# In the United States Court of Claims

No. 284-63

(Filed Oct. 24, 1966)

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ANDREW ALFORD v. THE UNITED STATES

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REPORT OF COMMISSIONER TO THE COURT*

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*Loren K. Olson*, attorney of record for plaintiff. *Richara H. Speidel* and *Charles Hieken*, of counsel.

*Michael T. Platt*, with whom was *Assistant Attorney General John W. Douglas*, for defendant.

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OPINION

LANE, *Commissioner*: This is a patent suit under Title 28 U.S.C. § 1498, in which plaintiff seeks to recover reasonable

* * * * *

Respectfully submitted,

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[Supreme Court—Transcripts of record]

SUPREME COURT OF THE UNITED STATES

OCTOBER TERM, 1966

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No. 439

JAMES C. DAVIS, DIRECTOR GENERAL OF RAILROADS,  
AND AGENT UNDER SECTION 206 OF TRANSPORTA-  
TION ACT OF 1920, PETITIONER

vs.

MRS. MAUDE E. GREEN, ADMINISTRATRIX OF THE  
ESTATE OF JESSE GREEN, DECEASED

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ON PETITION FOR WRIT OF CERTIORARI TO THE SUPREME  
COURT OF THE STATE OF MISSISSIPPI

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## INDEX

[Set index in 8-point leaded]

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*The opinion, findings of fact, and recommended conclusion of law are submitted under the order of reference and Rule 57(a).

¹ Decisions follow same general style.

² Footnotes and references are followed even if numbers are duplicated on same page. Place first footnote near reference, second footnote at bottom of page.



[Opinions—U.S. Court of Appeals for the District of Columbia]

# United States Court of Appeals

[3 leads]

FOR THE DISTRICT OF COLUMBIA CIRCUIT

No. 6430

ROBERT N. HARPER, APPELLANT

[3 leads]

v.

[3 leads]

AUGUSTUS P. CRENSHAW, JR., AND JO V. MORGAN, AS ADMINISTRATORS OF THE ESTATE OF AUGUSTUS P. CRENSHAW, DECEASED;  
GEORGE W. LIPSCOMB; ET AL.

Appeal from the United States District Court for the District of  
Columbia

Argued October 16, 1937—Decided January 20, 1938

*William C. Sullivan*, of Washington, D.C., for appellant.

*George C. Gertman, Roger J. Whiteford, Arthur P. Drury, Hugh Hay O'Bear, James O'D. Moran, A. Coulter Wells, W. N. Tobriner, Leon Tobriner, Selig C. Brez, Benjamin S. Minor, and H. Prescott Gately*, all of Washington, D.C., for appellees.

Before MARTIN, Chief Justice, and ROBB, VAN ORSDEL, GRONER,  
and STEPHENS, Associate Justices ¹

MARTIN, *Chief Justice*: This appeal is taken from an order and decree of the lower court sustaining a motion to dismiss the bill of complaint filed in that court by the appellant as plaintiff against the various appellees as defendants.

In the bill the plaintiff, Harper, alleges in substance that * * *

* * * * *

*Reversed and remanded.*

A true copy.

Test: ²

^[2 slugs]  
Clerk, U.S. Court of Appeals  
for the District of Columbia.

¹ C.J. and J.J. when in copy.

² As in copy.

NOTE.—Headings will be prepared in accordance with this sample, and copy of opinion proper will be followed literally, but titles of cases will be italicized, using roman "v." for *versus*. Quotations, which in the copy are indented, will be set in 8 point, full measure, enclosed in quotation marks if so in copy. Do not cut or mutilate copy in any way.

[Opinions—Circuit Courts of Appeals, all circuits]

UNITED STATES COURT OF APPEALS FOR THE¹ FOURTH  
CIRCUIT

No. 3747

THE UNITED STATES OF AMERICA, APPELLANT

[3 leads]

v.

[3 leads]

LOUISE EARWOOD, AS GUARDIAN OF THOMAS CALEB EARWOOD AND  
MAE EARWOOD, APPELLEESAppeal from the District Court of the United States for the Southern  
District of West Virginia, at Huntington. At lawArgued January 14, 1938—Decided April 2, 1938²March 22, 1938²Before NORTHCOTT and SOPER, Circuit Judges, and GLENN, District  
Judge*Mr. W. N. Ivie*, U.S. Attorney (*Mr. Cleveland Cabler*, Regional  
Attorney, Veterans' Bureau, and *Mr. G. T. Sullis*, Assistant U.S.  
Attorney, were with him on the brief), for appellant.*Mr. W. R. Donham* and *Mr. W. W. Shepherd* filed brief for appellees.*Opinion of the court*³NORTHCOTT, *Circuit Judge*: This is an action at law brought in the  
District Court of the United States for the Southern District of West

* * * * *

The judgment is reversed and the cause is remanded for further  
and not inconsistent proceedings.*Affirmed.*

A true copy.

Teste:²

[Two slugs]

*Clerk of the U.S. Circuit Court of  
Appeals for the Fourth Circuit.*¹ Supply "for the" when not in copy² As in copy.³ Do not supply if not in copy.

## 18. USEFUL TABLES

### GEOLOGIC TERMS

[With suggestions by U.S. Geological Survey]

For capitalization, compounding, and use of quotations in geologic terms, copy is to be followed. The list below exemplifies common usage of both rock and time terms. The term *red beds* has been used to designate certain rocks of mixed lithologic character that are predominantly red; as a unit modifier the use should be *red-bed*. The terms lower, middle, and upper (referring to rocks) are capitalized only as indicated in the list (Upper Devonian, lower Tertiary, lower Paleozoic); similarly, the terms early, middle, and late (referring to time) are capitalized only as indicated. A formal geologic term is capitalized: Devonian System, Pliocene Series, San Rafael Group, Morrison Formation, Fayetteville Shale, Wedington Sandstone Member, Wisconsin Glaciation, Tazewell Stade. (Geologic terms quoted verbatim from published material should be left as the original author used them; however, it should be made clear that the usage is that of the original author.) A structural term such as arch, anticline, syncline, dome, uplift, or basin is not capitalized even if preceded by a name: Cincinnati arch, Cedar Creek anticline, Ozark uplift, Michigan basin. (A physiographic term that is preceded by a name is capitalized: Bighorn Basin, Half Dome.)

Alexandrian	glacial:	Mississippian:	Permian:
Animikie	interglacial	Upper, Late	Upper, Late
Atoka	postglacial	Lower, Early	Lower, Early
Belt	preglacial	Missouri	Pleistocene
Cambrian:	Glenarm	Mohawkian	Pliocene:
Upper, Late	Grand Canyon	Morrow	upper, late
Middle, Middle	Grenville	Niagara	middle, middle
Lower, Early	Guadalupe	Ochoa	lower, early
Carboniferous	Gulf	Ocoee	Precambrian:
Systems	Gunnison River	Oligocene:	upper
Cayuga	Holocene	upper, late	middle
Cenozoic	Jurassic:	middle, middle	lower
Cincinnatian	Upper, Late	lower, early	Quaternary
Chester	Middle, Middle	Osage	red beds
Coahuila	Lower, Early	Ordovician:	Shasta
Comanche	Keweenaw	Upper, Late	Silurian:
Cretaceous:	Kinderhook	Middle, Middle	Upper, Late
Upper, Late	Leonard	Lower, Early	Middle, Middle
Lower, Early	Little Willow	Pahrump	Lower, Early
Des Moines	Llano	Paleocene:	St. Croixan
Devonian:	Meramec	upper, late	Tertiary
Upper, Late	Mesozoic:	middle, middle	Triassic:
Middle, Middle	pre-Mesozoic	lower, early	Upper, Late
Lower, Early	post-Mesozoic	Paleozoic	Middle, Middle
Eocene:	Miocene:	Pennsylvanian:	Lower, Early
upper, late	upper, late	Upper, Late	Virgil
middle, middle	middle, middle	Middle, Middle	Wolfcamp
lower, early	lower, early	Lower, Early	Yavapai

### PHYSIOGRAPHIC TERMS

[With suggestions by U.S. Geological Survey]

The following list of physical divisions of the United States has been approved by the Association of American Geographers and should be used as a guide to capitalization. The general terms *province* and *section*, used in the common-noun sense, are not capitalized; the other terms are proper names and are therefore capitalized.



## PHYSICAL DIVISIONS OF THE UNITED STATES

Major division	Province	Section
Laurentian Upland.....	Superior Upland.....	
Atlantic Plain.....	Continental Shelf.....	
	Coastal Plain.....	Embayed section. Sea Island section. Floridian section. East Gulf Coastal Plain. Mississippi Alluvial Plain. West Gulf Coastal Plain.
Appalachian Highlands.....	Piedmont province.....	Piedmont Upland. Piedmont Lowland.
	Blue Ridge province.....	Northern section. Southern section.
	Valley and Ridge province.....	Tennessee section. Middle section. Hudson Valley.
	St. Lawrence Valley.....	Champlain section. Northern section.
	Appalachian Plateaus.....	Mohawk section. Catskill section. Southern New York section. Allegheny Mountain section. Kanawha section. Cumberland Plateau. Cumberland Mountain section.
	New England province.....	Seaboard Lowland. New England Upland. White Mountain section. Green Mountain section. Taconic section.
	Adirondack province.....	
Interior Plains.....	Interior Low Plateaus.....	Highland Rlm. Lexington Plain. Nashville Basin. Eastern lake section. Western lake section. Wisconsin Driftless section. Till Plains. Dissected Till Plains. Osage Plains.
	Central Lowland.....	Missouri Plateau, glaciated. Missouri Plateau, unglaciated. Black Hills. High Plains. Plains Border. Colorado Piedmont. Raton section. Pecos Valley. Edwards Plateau. Central Texas section. Springfield-Salem Plateaus. Boston "Mountains."
	Great Plains.....	Arkansas Valley. Ouachita Mountains.
Interior Highlands.....	Ozark Plateaus.....	
	Ouachita province.....	
Rocky Mountain System.....	Southern Rocky Mountains.....	
	Wyoming Basin.....	
	Middle Rocky Mountains.....	
	Northern Rocky Mountains.....	
Intermontane Plateaus.....	Columbia Plateaus.....	Walla Walla Plateau. Blue Mountain section. Payette section. Snake River Plain. Harney section. High Plateaus of Utah. Uinta Basin. Canyon Lands. Navajo section. Grand Canyon section. Datil section.
	Colorado Plateaus.....	Great Basin. Sonoran Desert. Salton Trough. Mexican Highland. Sacramento section. Northern Cascade Mountains. Middle Cascade Mountains. Southern Cascade Mountains. Sierra Nevada.
	Basin and Range province.....	Puget Trough. Olympic Mountains. Oregon Coast Range. Klamath Mountains. California Trough. California Coast Ranges. Los Angeles Ranges.
Pacific Mountain System.....	Sierra-Cascade Mountains.....	
	Pacific Border province.....	
	Lower Californian province.....	

# PRINCIPAL AND GUIDE MERIDIANS AND BASE LINES OF THE UNITED STATES

First, second, etc., standard parallel.	Judith guide meridian. (Mont.)
First, second, etc., guide meridian.	Kanab guide meridian. (Utah.)
First, second, etc., principal meridian.	Kolob guide meridian. (Utah.)
Auxiliary (first, second, etc.) meridian.	Little Porcupine guide meridian. (Mont.)
Ashley guide meridian. (Utah.)	Louisiana meridian (La.)
Beaverhead guide meridian. (Mont.)	Maginnis guide meridian. (Mont.)
Belt Mountain guide meridian. (Mont.)	Michigan meridian. (Mich.-Ohio.)
Big Hole guide meridian. (Mont.)	Mount Diablo base line. (Calif.-Nev.)
Bitterroot guide meridian. (Mont.)	Mount Diablo meridian. (Calif.-Nev.)
Black Hills base line. (S. Dak.)	Musselshell guide meridian. (Mont.)
Black Hills guide meridian. (S. Dak.)	Navajo base line. (Ariz.-N. Mex.)
Boise meridian. (Idaho.)	Navajo meridian. (Ariz.-N. Mex.)
Boulder guide meridian. (Mont.)	New Mexico guide meridian. (N. Mex.- Colo.)
Browning guide meridian. (Mont.)	New Mexico principal meridian. (N. Mex.-Colo.)
Buffalo Creek guide meridian. (Mont.)	Panguitch guide meridian. (Utah.)
Carson River guide meridian. (Nev.)	Passamari guide meridian. (Mont.)
Castle Valley guide meridian. (Utah.)	Pine Valley guide meridian. (Utah.)
Chickasaw meridian. (Miss.)	Principal meridian. (Mont.)
Choctaw base line. (Miss.)	Red Rock guide meridian. (Mont.)
Choctaw meridian. (Miss.)	Reese River guide meridian. (Nev.)
Cimarron meridian. (Okla.)	Ruby Valley guide meridian. (Nev.)
Colorado guide meridian. (Utah.)	St. Helena meridian. (La.)
Columbia guide meridian. (Wash.)	St. Stephens base line. (Ala.-Miss.)
Colville guide meridian. (Wash.)	St. Stephens meridian. (Ala.-Miss.)
Copper River meridian. (Alaska.)	Salt Lake meridian. (Utah.)
Coulson guide meridian. (Mont.)	San Bernardino base line. (Calif.)
Deer Lodge guide meridian. (Mont.)	San Bernardino meridian. (Calif.)
Deschutes meridian. (Oreg.)	Sevier Lake guide meridian. (Utah.)
Emery Valley guide meridian. (Utah.)	Seward meridian. (Alaska.)
Fairbanks meridian. (Alaska.)	Shields River guide meridian. (Mont.)
Flathead guide meridian. (Mont.)	Smith River guide meridian. (Mont.)
Fort Belknap guide meridian. (Mont.)	Snake Valley guide meridian. (Utah.)
Fremont Valley guide meridian. (Utah.)	Square Butte guide meridian. (Mont.)
Gila and Salt River meridian. (Ariz.)	Sweet Grass guide meridian. (Mont.)
Grand River guide meridian. (Utah.)	Tallahassee meridian. (Fla.)
Grande Ronde guide meridian. (Oreg.)	Teton guide meridian. (Mont.)
Green River guide meridian. (Utah.)	Uinta special meridian. (Utah.)
Haystack Butte guide meridian. (Mont.)	Ute principal meridian. (Colo.)
Helena guide meridian. (Mont.)	Valley Creek guide meridian. (Mont.)
Henry Mountain guide meridian. (Utah.)	Wah Wah guide meridian. (Utah.)
Horse Plains guide meridian. (Mont.)	Washington meridian. (Miss.)
Humboldt meridian. (Calif.)	Willamette meridian. (Oreg.-Wash.)
Humboldt River guide meridian. (Nev.)	Willow Springs guide meridian. (Utah.)
Huntsville meridian. (Ala.-Miss.)	Wind River meridian. (Wyo.)
Indian meridian. (Okla.)	Yantic guide meridian. (Mont.)
Jefferson guide meridian. (Mont.)	Yellowstone guide meridian. (Mont.)

# PRINCIPAL FOREIGN COUNTRIES, TITLES OF CHIEFS OF STATE, NAMES OF LEGISLATIVE BODIES, ETC.

[With suggestions by the Department of State and the Board on Geographic Names]

Country	Chief of state	Legislative body	Form of government	Capital
Afghanistan.....	King.....	Parliament: Council of Elders; People's Council.....	Constitutional Monarchy.....	Kabul (Kabul).
Albania.....	President of the Presidium.....	People's Assembly (unicameral).....	People's Republic.....	Tirana (Tiranë).
Algeria.....	President.....	National Assembly (suspended).....	Republic.....	Algiers.
Andorra.....	Bishop of Urgel (Spain). President of the French Republic.....	General Council of the Valleys (unicameral).....	Coprincipality.....	Andorra.
Argentina.....	President.....	National Congress: Senate, Chamber of Deputies (dissolved).....	Republic.....	Buenos Aires.
Australia.....	Queen (represented by Governor General).....	Federal Parliament: Senate, House of Representatives.....	Commonwealth.....	Canberra.
Austria.....	President.....	Parliament: Federal Council (Bundesrat), National Council (Nationalrat).....	Federal Republic.....	Vienna (Wien).
Bahrain.....	King.....	None.....	Traditional Monarchy.....	Al Manamah.
Bangladesh.....	President.....	Constituent Assembly (unicameral).....	Republic.....	Dacca.
Barbados.....	Queen (represented by Governor General).....	Parliament: Senate, House of Assembly.....	Parliamentary State.....	Bridgetown.
Belgium.....	King.....	Parliament: Senate, Chamber of Representatives.....	Constitutional Monarchy.....	Brussels (Bruxelles, Brussels).
Bhutan.....	Maharaja.....	Advisory Assembly.....	Kingdom.....	Thimphu.
Bolivia.....	President.....	Congress: Senate, Chamber of Deputies (suspended).....	Republic.....	Sucre, legal capital; La Paz, seat of government.
Botswana.....	do.....	Parliament: House of Chiefs, National Assembly.....	do.....	Gaborone.
Brazil.....	do.....	Congress: Senate, Chamber of Deputies.....	Federative Republic.....	Brasilia.
Bulgaria.....	President of the Presidium.....	National Assembly (unicameral).....	People's Republic.....	Sofia (Sofiya).
Burma.....	Chairman of the Revolutionary Council.....	Parliament: Chamber of Deputies, Chamber of Nationalities (dissolved).....	Republic.....	Rangoon.
Burundi.....	President.....	Council of Ministers.....	do.....	Bujumbura.
Cambodia (see Khmer Republic).....	do.....	National Assembly (unicameral).....	do.....	do.....
Cameroun.....	Queen (represented by Governor General).....	Parliament: Senate, House of Commons.....	do.....	Yaoundé.
Canada.....	President.....	National Assembly (unicameral) (dissolved).....	Parliamentary State.....	Ottawa.
Central African Republic.....	do.....	National Assembly (unicameral).....	Republic.....	Bangui.
Ceylon (see Sri Lanka).....	do.....	National Assembly (unicameral).....	do.....	Fort-Lamy.
Chad.....	do.....	National Congress: Senate, Chamber of Deputies.....	do.....	Santiago.
Chile.....	do.....	Legislative Yuan (Chamber) (unicameral).....	do.....	Taipei (T'ai-pei) Taiwan.
China.....	do.....	Congress: Senate, House of Representatives.....	do.....	Bogotá.
Colombia.....	do.....	Council of State.....	do.....	Brazzaville.
Congo.....	do.....	Legislative Assembly (unicameral).....	do.....	San José.
Costa Rica.....	do.....	None.....	do.....	Havana (La Habana).
Cuba.....	do.....	House of Representatives (unicameral).....	Socialist Republic.....	Nicosia.
Cyprus.....	do.....	National Assembly (unicameral).....	Republic.....	Prague (Praha).
Czechoslovakia.....	do.....	National Consultative Assembly (unicameral).....	Socialist Republic.....	Porto Novo.
Danomey.....	do.....	do.....	Republic.....	do.....



Denmark.....	King.....	Parliament (Folketinget) (unicameral)	Constitutional Monarchy	Copenhagen (København).
Dominican Republic.....	President.....	Congress: Senate, House of Deputies	Republic	Santo Domingo.
Ecuador.....	do	Congress: Senate, Chamber of Deputies (suspended)	do	Quito.
Egypt.....	do	National Assembly (unicameral)	do	Cairo (Al Qāhira).
El Salvador.....	do	Legislative Assembly (unicameral)	do	San Salvador.
Estonia ¹ .....	do	do	do	Tallinn.
Ethiopia.....	Emperor.....	Parliament: Senate, Chamber of Deputies	Empire	Addis Ababa (Addis Ababa).
Equatorial Guinea.....	President.....	Legislature (suspended)	Republic	Santa Isabel.
Fiji.....	Queen.....	House of Representatives	Parliamentary State	Suva.
Finland.....	President.....	Parliament (Eduskunta) (unicameral)	Republic	Helsinki (Helsingfors).
France.....	do	Parliament: Senate, National Assembly	do	Paris.
Gabon.....	do	National Assembly (unicameral)	do	Libreville.
Gambia, The.....	do	House of Representatives (unicameral)	do	Bathurst.
Germany, Federal Republic of, ²	do	Parliament: Federal Council (Bundesrat), Federal Assembly (Bundestag)	Federal Republic	Bonn.
Ghana.....	President (suspended)	National Assembly (unicameral) (suspended)	Republic	Accra.
Greece.....	King (suspended)	Parliament (Vouli) (unicameral)	Constitutional Monarchy	Athens (Athina).
Guatemala.....	President.....	Congress (unicameral)	Republic	Guatemala.
Guinea.....	do	National Assembly (unicameral)	do	Conakry.
Guyana.....	do	Parliament: National Assembly (unicameral)	do	Georgetown.
Haiti.....	do	Legislative Chamber (unicameral)	do	Port-au-Prince.
Honduras.....	do	Congress (unicameral)	do	Tegucigalpa.
Hungary.....	President of the Presidential Council.....	National Assembly (unicameral)	People's Republic	Budapest.
Iceland.....	President.....	Parliament (Althing): Upper Chamber (Efi Delid), Lower Chamber (Neore Delid)	Republic	Reykjavik.
India.....	do	Parliament: Council of States (Rajya Sabha), House of the People (Lok Sabha)	do	New Delhi.
Indonesia.....	do	Parliament (unicameral)	do	Djakarta.
Iran.....	King (Shahinshah)	Parliament: Senate, National Assembly (Majlis)	Constitutional Monarchy	Tehran (Tehran).
Iraq.....	President.....	Revolutionary Command Council	Republic	Baghdad (Baghdad).
Ireland.....	do	National Parliament (Oireachtas): Senate (Seanad Eireann), House of Representatives (Dail Eireann)	do	Dublin.
Israel.....	do	Parliament (Knesset) (unicameral)	do	Tel Aviv. ³
Italy.....	do	Parliament: Senate, Chamber of Deputies	do	Rome (Roma).
Ivory Coast.....	do	National Assembly (unicameral)	do	Abidjan.
Jamaica.....	Queen (represented by Governor General)	Parliament: Senate, House of Representatives	Parliamentary State	Kingston.
Japan.....	Emperor.....	Diet: House of Councillors, House of Representatives	Constitutional Monarchy	Tokyo (Tōkyō).
Jordan.....	King.....	Parliament: Senate, Chamber of Deputies	do	Amman ('Ammān).
Kenya.....	President.....	Parliament: Senate, House of Representatives	Republic	Nairobi.
Khmer Republic.....	do	Senate, National Assembly	do	Phnom Penh.
Korea.....	do	National Assembly (unicameral)	do	Seoul (Sōul).
Kuwait.....	Amir.....	do	Monarchy (Amirate)	Kuwait.
Laos.....	King.....	Legislature: King's Council, National Assembly	Constitutional Monarchy	Vientiane.
Latvia ¹ .....	do	Chamber of Deputies (unicameral)	Republic	Riga (Rīga).
Lebanon.....	President.....	Parliament: Senate, National Assembly	do	Beirut (Bayrūt).
Lesotho.....	King.....	Congress: Senate, House of Representatives	Constitutional Monarchy	Maseru.
Liberia.....	President.....	do	Republic	Monrovia.

See footnotes at end of table.

## PRINCIPAL FOREIGN COUNTRIES, TITLES OF CHIEFS OF STATE, NAMES OF LEGISLATIVE BODIES, ETC.—Continued

Country	Chief of state	Legislative body	Form of government	Capital
Libya.....	President.....	Revolutionary Command Council.....	Republic.....	Cocapitals: Benghazi (Banghazi), Tripoli (Tarabulus). Administrative center: Balda (Al Bayda').
Liechtenstein.....	Prince.....	Diet (unicameral).....	Constitutional Monarchy.....	Vaduz.
Lithuania.....	Grand Duke.....	Chamber of Deputies (unicameral).....	Republic.....	Kaunas.
Luxembourg.....	President.....	Parliament: Senate, National Assembly (suspended).....	Constitutional Monarchy.....	Luxembourg.
Madagascar.....	do.....	National Assembly (unicameral).....	Republic.....	Tananarive.
Malawi.....	do.....	do.....	do.....	Zomba.
Malaysia.....	Paramount Ruler.....	Parliament: Senate, House of Representatives.....	Constitutional Monarchy.....	Kuala Lumpur.
Maldives, Republic of the.....	President.....	National Legislature (Majlis) (unicameral).....	Republic.....	Male.
Mali.....	do.....	National Assembly (unicameral) (suspended).....	do.....	Bamako.
Malta.....	Queen (represented by Governor General).....	House of Representatives (unicameral).....	Parliamentary State.....	Valletta.
Mauritania.....	President.....	National Assembly (unicameral).....	Republic.....	Nouakchott.
Mauritius.....	Queen.....	do.....	Parliamentary State.....	Port Louis.
Mexico.....	President.....	Congress: Senate, Chamber of Deputies.....	Federal Republic.....	Mexico (Ciudad de México).
Monaco.....	Prince.....	National Council (unicameral).....	Constitutional Monarchy.....	Monaco.
Morocco.....	King.....	Legislature (unicameral).....	do.....	Rabat.
Nauru.....	President.....	Parliament (unicameral).....	Republic.....	Domaneab.
Nepal.....	King.....	National Assembly (Panchayat) (unicameral).....	Monarchy.....	Katmandu (Kātmāndu).
Netherlands.....	Queen.....	States-General: First-Chamber, Second-Chamber.....	Constitutional Monarchy.....	Capital, Amsterdam. Seat of government, The Hague ('s Gravenhage).
New Zealand.....	Queen (represented by Governor General).....	Parliament: House of Representatives (unicameral).....	Parliamentary State.....	Wellington.
Nicaragua.....	Triumvirate.....	Congress: Senate, House of Deputies.....	Republic.....	Managua.
Niger.....	President.....	National Assembly (unicameral).....	do.....	Niamey.
Nigeria.....	President (suspended).....	Parliament: Senate, House of Representatives (suspended).....	do.....	Lagos.
Norway.....	King.....	Parliament (Storting): Lagting, Odelsting.....	Constitutional Monarchy.....	Oslo.
Oman.....	Sultan.....	Absolute Monarchy.....	Sultanate.....	Muscat (Masqat); Salalah, Sultan's residence.
Pakistan.....	President (suspended).....	National Assembly (unicameral).....	Republic.....	Islamābād.
Panama.....	President.....	Legislature (unicameral) (suspended).....	do.....	Panamá.
Paraguay.....	do.....	Congress: Senate, Chamber of Deputies.....	do.....	Asunción.
Peru.....	do.....	Congress: Senate, Chamber of Deputies (suspended).....	do.....	Lima.
Philippines.....	do.....	Congress: Senate, House of Representatives.....	do.....	Quezon City. Seat of government, Manila.
Poland.....	President of Council of State.....	Parliament (Sejm) (unicameral).....	People's Republic.....	Warsaw (Warszawa).
Portugal.....	President.....	National Assembly (unicameral).....	Republic.....	Lisbon (Lisboa).
Qatar.....	King.....	None.....	Traditional Monarchy.....	Ad Dawhah.
Romania.....	President of Council of State.....	Grand National Assembly (unicameral).....	Socialist Republic.....	Bucharest (București).
Rwanda.....	President.....	National Assembly (unicameral).....	Republic.....	Kigali.
San Marino.....	Captains-Regent.....	Grand and General Council (unicameral).....	do.....	San Marino.

Saudi Arabia	King	Absolute Monarchy	Monarchy	Monarchy (Juddah), diplomatic center.
Senegal	President	National Assembly (unicameral)	Republic	Dakar
Sierra Leone	do	House of Representatives (unicameral)	do	Freetown
Singapore	do	Legislative Assembly (unicameral)	do	Singapore
Somalia	do	Supreme Revolutionary Council	do	Mogadiscio
South Africa	do	Parliament: Senate, House of Assembly	do	Pretoria. Legislative capital, Capetown.
Spain ¹	Chief of State	Cortes (unicameral)	Monarchy	Madrid
Sri Lanka (Ceylon)	President	Legislature (unicameral)	Republic	Colombo
Sudan	do	Constituent Assembly (unicameral) (suspended)	do	Khartoum
Sweden	King	Parliament (Riksdag): Upper Chamber, Lower Chamber	Constitutional Monarchy	Stockholm (Al Khurfum).
Swaziland	do	House of Assembly, Senate	do	Mbabane
Switzerland	President	Federal Assembly (Bundesversammlung): Council of States (Ständerat), National Council (Nationalrat)	Confederation	Bern
Syria	do	Council of Ministers	Republic	Damascus (Dimashq).
Tanzania	do	National Assembly (unicameral)	do	Dar es Salaam.
Thailand	King	Constituent Assembly (unicameral) (suspended)	Constitutional Monarchy	Bangkok (Krung Thep).
Togo	President	National Assembly (unicameral) (suspended)	Republic	Lomé
Tonga	King	Legislative Assembly (unicameral)	Constitutional Monarchy	Nukunaloa.
Trinidad and Tobago	Queen represented by Governor General)	Parliament: Senate, House of Representatives	Parliamentary State	Port-of-Spain.
Tunisia	President	National Assembly (unicameral)	Republic	Tunis.
Turkey	do	Grand National Assembly: Republican Senate, National Assembly	do	Ankara.
Uganda	do	National Assembly (unicameral) (suspended)	Parliamentary State	Kampala.
Union of Soviet Socialist Republics	Chairman of the Presidium of Supreme Soviet	Supreme Soviet: Soviet of the Union, Soviet of Nationalities	Federation of Soviet Republics	Moscow (Moskva).
United Arab Emirates	President	National Council Supreme Council of Rulers	Federal Republic	Abu Zaby.
United Kingdom	Queen	Parliament: House of Lords, House of Commons	Constitutional Monarchy	London.
Upper Volta	President	National Assembly (unicameral)	Republic	Ouagadougou.
Uruguay	do	Congress: Senate, Chamber of Deputies	do	Montevideo.
Venezuela	do	Congress: Senate, Chamber of Deputies	do	Caracas
Vietnam ⁴	do	National Assembly (bicameral): Senate, House of Deputies	do	Saigon (Sai Gon).
Western Samoa	Head of State	Legislative Assembly	do	Apia.
Yemen (Aden)	Chairman, Council	Supreme Council	Constitutional Monarchy	Aden.
Yemen (Sana)	President	Assembly, Republican Council	do	Sana'a (San'g).
Yugoslavia	do	Federal Assembly: Federal Chamber, Organizational-Political Chamber, Chamber of Education and Culture, Chamber of Social Welfare and Health, Economic Chamber	Federal Socialist Republic	Belgrade (Beograd).
Zaire	do	National Assembly (unicameral)	do	Kinshasa.
Zambia	do	National Assembly (unicameral)	Republic	Lusaka.

States does not recognize Jerusalem as the capital and the U.S. Embassy continues to be located in Tel Aviv.

⁴ No accurate English equivalents.

³ The Law of Succession, July 27, 1947, declared that Spain was constituted a Kingdom.

⁴ The State Department and Board on Geographic Names preference for this country is Viet-Nam.

¹ The United States has not recognized the Soviet regime in Estonia, Latvia, and Lithuania.

² In this table, the items in the entry for Germany apply to the Federal Republic of Germany, the government established in Western Germany. This government achieved sovereignty on May 5, 1955, under terms of the Paris treaties. The government for Berlin functions in the American, British, and French sectors of occupation of Berlin, under authority of the Allied Kommandatura.

⁴ In 1960, the Israel Parliament proclaimed Jerusalem as the capital. The United



## NOUNS AND ADJECTIVES DENOTING NATIONALITY

[Revised with suggestions by the Department of State]

Country or region	Noun (plural ending in parentheses)	Adjective
Afghanistan	Afghan(s)	Afghan.
Albania	Albanian(s)	Albanian.
Algeria	Algerian(s)	Algerian.
Andorra	Andorran(s)	Andorran.
Angola	Angolan(s)	Angolan.
Antigua	Antiguan(s)	Antiguan.
Argentina	Argentine(s)	Argentine.
Australia	Australian(s)	Australian.
Austria	Austrian(s)	Austrian.
Bahamas	Bahamian(s)	Bahamian.
Bahrain (State of)	Bahraini(s)	Bahraini.
Bangladesh	Bengalee(s)	Bangladesh.
Barbados	Barbadian(s)	Barbadian.
Belgium	Belgian(s)	Belgian.
Bermuda	Bermudan(s)	Bermudan.
Bhutan	Bhutanese (singular, plural)	Bhutanese.
Bolivia	Bolivian(s)	Bolivian.
Botswana	Botswana (singular, plural)	Botswana.
Brazil	Brazilian(s)	Brazilian.
British Honduras	British Honduran(s)	British Honduran.
Brunei		Brunei.
Bulgaria	Bulgarian(s)	Bulgarian.
Burma	Burman(s)	Burmese.
Burundi	Burundian(s)	Burundian.
Cambodia (see Khmer Republic).		
Cameroon	Cameroonian(s)	Cameroonian.
Canada	Canadian(s)	Canadian.
Cape Verde		Cape Verdian.
Cayman Islands		
Central African Republic	Central African(s)	Central African.
Ceylon (see Sri Lanka).		
Chad	Chadian(s)	Chadian.
Chile	Chilean(s)	Chilean.
China, People's Republic of	Chinese (singular, plural)	Chinese.
China, Republic of	do	Do.
Christmas Island		
Cocos Islands		
Colombia	Colombian(s)	Colombian.
Comoro Islands	Comoran(s)	Comoran.
Congo, People's Republic of (Brazzaville).	Congolese (singular, plural)	Congolese or Congo.
Congo, Democratic Republic of the (Kinshasa) (see Zaïre, Republic of).		
Cook Islands		
Costa Rica	Costa Rican(s)	Costa Rican.
Cuba	Cuban(s)	Cuban.
Cyprus	Cypriot(s)	Cypriot.
Czechoslovakia	Czechoslovak(s)	Czechoslovak.
Dahomey	Dahomean(s)	Dahomean.
Denmark	Dane(s)	Danish.
Dominica	Dominican(s)	Dominican.
Dominican Republic	do	Do.
Ecuador	Ecuadorean(s)	Ecuadorean.
Egypt, Arab Republic	Egyptian(s)	Egyptian.
El Salvador	Salvadoran(s)	Salvadoran.
Equatorial Guinea	Equatorial Guinean(s)	Equatorial Guinean.
Estonia	Estonian(s)	Estonian.
Ethiopia	Ethiopian(s)	Ethiopian.
Faeroe Islands		
Falkland Islands	Falkland Islander(s)	Falkland Island.
Fiji	Fijian(s)	Fijian.
Finland	Finn(s)	Finnish.
France	Frenchman(men)	French.
French Guiana	French Guianese (singular, plural)	French Guiana.
French Polynesia	French Polynesian(s)	French Polynesian.
French Territory of Afars and Issas		
Gabon	Gabonese (singular, plural)	Gabonese.
Gambia, Republic of The	Gambian(s)	Gambian.
Germany, Federal Republic of	German(s)	German.
Ghana	Ghanalan(s)	Ghanalan.
Gibraltar	Gibraltarian(s)	Gibraltar.
Gilbert and Ellice Islands		
Greece	Greek(s)	Greek.
Greenland		
Grenada		
Guadeloupe	Guadeloupean(s)	Guadeloupe.
Guatemala	Guatemalan(s)	Guatemalan.
Guinea	Guinean(s)	Guinea.
Guyana	Guyanese (singular, plural)	Guyanese.

## NOUNS AND ADJECTIVES DENOTING NATIONALITY—Continued

Country or region	Noun (plural ending in parentheses)	Adjective
Haiti	Haitian(s)	Haitian.
Honduras	Honduran(s)	Honduran.
Hong Kong		Hong Kong.
Hungary	Hungarian(s)	Hungarian.
Iceland	Icelander(s)	Icelandic.
India	Indian(s)	Indian.
Indonesia	Indonesian(s)	Indonesian.
Iran	Iranian(s)	Iranian.
Iraq	Iraqi(s)	Iraqi.
Ireland	Irishman(men), Irish (collective, plural)	Irish.
Israel	Israeli(s)	Israel.
Italy	Italian(s)	Italian.
Ivory Coast	Ivoirain(s)	Ivoirain.
Jamaica	Jamaican(s)	Jamaican.
Japan	Japanese (singular, plural)	Japanese.
Jordan	Jordanian(s)	Jordanian.
Kenya	Kenyan(s)	Kenyan.
Khmer Republic	Cambodian(s) or Khmer (singular, plural)	Cambodian or Khmer.
Korea	Korean(s)	Korean.
Kuwait	Kuwaiti(s)	Kuwaiti.
Laos	Lao (singular, plural)	Lao or Laotian.
Latvia	Latvian(s)	Latvian.
Lebanon	Lebanese (singular, plural)	Lebanese.
Lesotho	Basotho (singular, plural)	Basotho.
Liberia	Liberian(s)	Liberian.
Libya	Libyan(s)	Libyan.
Liechtenstein	Liechtensteiner(s)	Liechtenstein.
Lithuania	Lithuanian(s)	Lithuanian.
Luxembourg	Luxembourger(s)	Luxembourg.
Macao		Macao.
Madagascar (Malagasy Republic)	Malagasy (singular, plural)	Malagasy.
Malawi	Malawian(s)	Malawian.
Malaysia	Malaysian(s)	Malaysian.
Maldives	Maldivian(s)	Maldivian.
Mali	Malian(s)	Malian.
Malta	Maltese (singular, plural)	Maltese.
Martinique		
Mauritania	Mauritanian(s)	Mauritanian.
Mauritius	Marutian(s)	Marutian.
Mexico	Mexican(s)	Mexican.
Monaco	Monacan(s), Monegasque(s)	Monacan or Monegasque.
Montserrat		
Morocco	Moroccan(s)	Moroccan.
Mozambique	Mozambican(s)	Mozambique.
Nauru	Nauruan(s)	Nauruan.
Nepal	Nepalese (singular, plural)	Nepalese.
Netherlands	Netherlander(s)	Netherlands.
Netherlands Antilles	Netherlands Antillean(s)	Netherlands Antillean.
New Caledonia	New Caledonian(s)	New Caledonian.
New Hebrides	New Hebridean(s)	New Hebrides.
New Zealand	New Zealander(s)	New Zealand.
Nicaragua	Nicaraguan(s)	Nicaraguan.
Niger	Nigeris (singular, plural)	Niger.
Nigeria	Nigerian(s)	Nigerian.
Niue Island		
Norway	Norwegian(s)	Norwegian.
Oman	Omani(s)	Omani.
Pakistan	Pakistani(s)	Pakistani.
Panama	Panamanian(s)	Panamanian.
Papua New Guinea		
Paraguay	Paraguyan(s)	Paraguyan.
Peru	Peruvian(s)	Peruvian.
Philippines	Filipino(s)	Philippine.
Pitcairn		
Poland	Pole(s)	Polish.
Portugal	Portuguese (singular, plural)	Portuguese.
Portuguese Guinea		Portuguese Guinean.
Portuguese Timor		
Qatar	Qatari(s)	Qatari.
Reunion		
Romania	Romanian(s)	Romanian.
Rwanda	Rwandan(s)	Rwandan.
St. Christopher-Nevis		
St. Helena		
St. Lucia		
St. Pierre and Miquelon		
St. Vincent		
Sao Tome e Principe		
San Marino	Sanmarinese (singular, plural)	Sanmarinese.
Saudi Arabia	Saudi	Saudi Arabian or Saudi.
Senegal	Senegalese (singular, plural)	Senegalese.

## NOUNS AND ADJECTIVES DENOTING NATIONALITY—Continued

Country or region	Noun (plural ending in parentheses)	Adjective
Seychelles	Seychellois (singular, plural)	Seychelles.
Sierra Leone	Sierra Leonean(s)	Sierra Leonean.
Sikkim		
Singapore	Singaporean(s)	Singapore.
Somalia	Somali (singular, plural)	Somali.
South Africa	South African(s)	South African.
South-West Africa		
Southern Rhodesia	Rhodesian(s)	Rhodesian.
Spain	Spaniard(s)	Spanish.
Sri Lanka		
Sudan	Sudanese (singular, plural)	Sudanese.
Surinam	Surinamer(s)	Surinam.
Swaziland	Swazi (singular, plural)	Swaziland or Swazi.
Sweden	Swede(s)	Swedish.
Switzerland	Swiss (singular, plural)	Swiss.
Syria	Syrian(s)	Syrian.
Tanzania	Tanzanian(s)	Tanzanian.
Thailand	Thai (singular, plural)	Thai.
Togo	Togolese (singular, plural)	Togolese.
Tokelau Island		
Tonga	Tongan(s)	Tongan.
Trinidad and Tobago	Trinidadian(s), Tobagan(s)	Trinidadian and Tobagan.
Tunisia	Tunisian(s)	Tunisian.
Turkey	Turk(s)	Turkish.
Turks and Caicos		
Uganda	Ugandan(s)	Ugandan.
Union of Soviet Socialist Republics	Soviet(s)	Soviet.
United Arab Emirates		
United Kingdom	Briton(s), British (collective plural)	British.
United States of America	American(s)	American.
Upper Volta	Upper Voltan(s)	Upper Voltan.
Uruguay	Uruguayan(s)	Uruguayan.
Vatican City		
Venezuela	Venezuelan(s)	Venezuelan.
Vietnam ¹	Vietnamese (singular, plural)	Vietnamese.
British Virgin Island		
Wallis and Futuna Islands		
Western Samoa	Western Samoan(s)	Western Samoan.
Yemen (Aden)	Yemeni (singular, plural)	Yemeni.
Yemen (Sana)	Yemeni(s)	Do.
Yugoslavia	Yugoslav(s)	Yugoslav.
Zaire	Zairian(s)	Zairian.
Zambia	Zambian(s)	Zambian.

¹ The State Department and Board on Geographic Names preference for this country is Viet-Nam.



## FOREIGN MONEY

[Based on list of currency units and abbreviations provided by the International Monetary Fund and the Department of State]

Country or area	Basic monetary unit		Principal fractional unit	
	Name	Symbol	Name	Abbreviation or symbol
Afghanistan.....	Afghani.....	Af	Pul.....	
Albania.....	Lek.....		Quintar.....	
Algeria.....	Dinar.....	DA	Centime.....	
Andorra.....	French franc.....	Fr. F.	French centime.....	
	Spanish peseta.....	Sp. Ptas. ³	Spanish centimo.....	
Angola.....	Escudo.....	A. Esc	Centavo.....	
Antigua.....	Dollar.....	EC\$	Cent.....	
Argentina.....	Peso.....	M\$N	Centavo.....	Ctvo.
Australia.....	Dollar.....	\$A	Cent.....	
Austria.....	Schilling.....	S	Groschen.....	
Bahamas.....	Dollar.....	B\$	Cent.....	
Bahrain.....	Dinar.....	BD	Fil.....	
Barbados.....	Dollar.....	EC\$	Cent.....	
Belgium.....	Franc.....	BF	Centime.....	
Bermuda.....	Pound.....	£	Shilling.....	
Bhutan.....	Indian rupee.....	Rs	Naya paisa.....	N.p.
Bolivia.....	Peso Boliviana.....	\$b	Centavo.....	Ctvo.
Botswana.....	Rand.....	R	Cent.....	
Brazil.....	New cruzeiro.....	NCr\$	Centavo.....	Ctvo.
British Honduras.....	Dollar.....	BH\$	Cent.....	
Brunei.....	do.....	B\$	do.....	
Bulgaria.....	Lev.....	L	Stotinka.....	
Burma.....	Kyat.....	K	Pya.....	
Burundi.....	Franc.....	FBu	Centime.....	
Cambodia.....	Riel.....	CR	Sen.....	
Cameroon.....	Franc.....	CFAF	Centime.....	
Canada.....	Dollar.....	\$ or Can\$	Cent.....	C,ct.
Cape Verde.....	Escudo.....	C.V. Esc	Centavo.....	
Central African Republic.....	Franc.....	CFAF	Centime.....	
Chad.....	Franc.....	CFAF	Centime.....	
Chile.....	Escudo.....	Eo	Centesimo.....	
China, People's Republic of.....	People's yuan.....	¥	Cent.....	
China, Republic of.....	New Taiwan dollar.....	NT\$	do.....	
Colombia.....	Peso.....	Col\$	Centavo.....	Ctvo.
Comoro Islands.....	Franc.....	CFAF	Centime.....	
Congo (Brazzaville).....	do.....	CFAF	do.....	
Costa Rica.....	Colon.....	¢	Centimo.....	Ctmo.
Cuba.....	Peso.....	\$	Centavo.....	Ctvo.
Cyprus.....	Pound.....	£ or £C	Mil.....	
Czechoslovakia.....	Koruna.....	Kcs	Haler.....	
Dahomey.....	Franc.....	CFAF	Centime.....	
Denmark.....	Krone.....	DKr	Øre.....	
Dominica.....	Dollar.....	EC\$	Cent.....	
Dominican Republic.....	Peso.....	RD\$	Centavo.....	Ctvo.
Ecuador.....	Sucre.....	S/	do.....	Ctvo.
Egypt, Arab Republic of.....	Pound.....	LE	Piaster.....	
El Salvador.....	Colon.....	¢	Centavo.....	Ctvo.
Equatorial Guinea.....	Spanish peseta.....	Sp. Ptas. ³	Spanish centimo.....	
Estonia.....	Ruble.....		Kopek.....	
Ethiopia.....	Dollar.....	Eth\$	Cent.....	
Falkland Islands.....	Pound.....	£	Shilling.....	
Fiji.....	do.....	£	do.....	
Finland.....	Markka.....	Fmk	Pennl.....	Pia.
France.....	Franc.....	F	Centime.....	
French Guiana.....	do.....	F	do.....	
French Polynesia.....	do.....	CFPF	do.....	
French Territory of Afars and Issas.....	do.....	DF	do.....	
Gabon.....	do.....	CFAF	do.....	
Gambia, The.....	Pound.....	£G	Shilling.....	S.,d.
Germany:				
Federal Republic of.....	Deutsche mark.....	DM	Pfennig.....	Pf.
Soviet Zone of.....	Mark.....		do.....	
Ghana.....	New cedi.....	N¢	New pesewa.....	
Gibraltar.....	Pound.....	£	Shilling.....	
Greece.....	Drachma.....	Dr	Lepton.....	
Guadeloupe.....	Franc.....	F	Centime.....	
Guatemala.....	Quetzal.....	Q	Centavo.....	Ctvo.
Guinea.....	Franc.....	GF	Centime.....	
Guyana.....	Dollar.....	G\$	Cent.....	
Haiti.....	Gourde.....	G	Centime.....	
Honduras.....	Lempira.....	L	Centavo.....	Ctvo.

See footnotes at end of table.

## FOREIGN MONEY—Continued

Country or area	Basic monetary unit		Principal fractional unit	
	Name	Symbol	Name	Abbreviation or symbol
Hong Kong	Dollar	HK\$	Cent.	
Hungary	Forint	Ft	Filler	
Iceland	Krona	IKr	Eyrir	
India	Rupee	Rs	Paissa	
Indonesia	Rupiah	Rp	Sen	
Iran	Rial	Rls ²	Shahi	
Iraq	Dinar	ID	Fil	
Ireland	Pound	£ or £Ir	Shilling	S., d.
Israel	do.	l₵	Agora	
Italy	Lira	Lit	Centesimo	Ctmo.
Ivory Coast	Franc	CFAF	Centime	
Jamaica	Pound	£ or £J	Shilling	S., d.
Japan	Yen	¥	Sen	
Jordan	Dinar	JD	Fil	
Kenya	Shilling	K Sh	Cent.	
Korea	Won	W	Chun	
Kuwait	Dinar	KD	Fil	
Laos	Kip	K	At.	
Latvia	Ruble		Kopek	
Lebanon	Pound	LL	Plaster	
Lesotho	Rand	R	Cent.	
Liberia	Dollar	\$	do.	
Libya	Pound	£ or £L	Plaster	
Liechtenstein	Swiss franc	Swf	Centime	
Lithuania	Ruble		Kopek	
Luxembourg	Franc	Lux F	Centime	
Macao	Patsca	P	Avo.	
Malagasy Republic	Franc	FMG	Centime	
Malawi	Pound	£M	Shilling	S., d.
Malaysia	Dollar	M\$	Cent.	
Maldives	Rupee	MRs	Lari	
Mali	Franc	MF		
Malta	Pound	£M	Shilling	
Martinique	Franc	F	Centime	
Mauritania	do.	CFAF	do.	
Mauritius	Rupee	Mau Rs ¹	Cent.	
Mexico	Peso	Mex\$	Centavo	Ctvo.
Monaco	French franc	Fr	Centime	
Montserrat	Dollar	EC\$	Cent.	
Morocco	Dirham	DH	Franc.	
Mozambique	Escudo	M. Esc	Centavo	
Muscat and Oman	Gulf rupee	GRs	Naya paissa	
Nauru	Australian dollar	\$A	Cent.	
Nepal	Rupee	NRs ¹	Paissa	
Netherlands	Guilder	f.	Cent.	
Netherlands Antilles	do.	Ant. f.	do.	
New Caledonia	Franc	CFPF	Centime	
New Hebrides	do.	CFPF	do.	
New Zealand	Dollar	\$NZ	Cent.	
Nicaragua	Cordoba	C\$	Centavo	Ctvo.
Niger	Franc	CFAF	Centime	
Nigeria	Pound	£N	Shilling	
Norway	Krone	NKr	Øre	
Pakistan	Rupee	PRs	Paissa	
Panama	Balboa	B	Centesimo	Ctmo.
Paraguay	Guarani	G	Centimo	Ctmo.
Peru	Sol	S/	Centavo	Ctvo.
Philippines	Peso	P	do.	Ctvo.
Poland	Zloty	Zl	Grosz	
Portugal	Escudo	Esc	Centavo	
Portuguese Guinea	do.	P. G. Esc	do.	
Portuguese Timor	do.	P. T. Esc	do.	
Reunion	Franc	CFAF	Centime	
Romania	Leu		Ban.	
Rwanda	Franc	RF	Centime	
St. Christopher-Nevis-Anguilla	Dollar	EC\$	Cent.	
St. Lucia	do.	EC\$	do.	
St. Pierre and Miquelon	Franc	CFAF	Centime	
St. Vincent	Dollar	EC\$	Cent.	
San Marino	Italian lira	Lit	Centesimo	
Sao Tome e Principe	Escudo	S. T. Esc	Centavo	
Saudi Arabia	Riyal	SRls ²	Qursh	
Senegal	Franc	CFAF	Centime	
Seychelles	Rupee	Sey Rs ¹	Cent.	
Sierra Leone	Leone	Le	do.	
Singapore	Dollar	S\$	do.	
Somalia	Shilling	So. Sh.	do.	

See footnotes at end of table.

## FOREIGN MONEY—Continued

Country or area	Basic monetary unit		Principal fractional unit	
	Name	Symbol	Name	Abbreviation or symbol
South Africa.....	Rand.....	R	Cent.....	
Southern Rhodesia.....	Pound.....	£ or £ R	Shilling.....	
Spain.....	Peseta.....	Ptas ¹	Centimo.....	
Sri Lanka.....	Rupee.....	Cey Rs ¹	Cent.....	
Sudan.....	Pound.....	LSd	Piaster.....	
Surinam.....	Guilder.....	Sur. f.	Cent.....	
Swaziland.....	Rand.....	R	do.....	
Sweden.....	Krona.....	SKr	Öre.....	
Switzerland.....	Franc.....	SwF	Centime.....	
Syria.....	Pound.....	LS	Piaster.....	
Tanzania.....	Shilling.....	T Sh	Cent.....	
Thailand.....	Baht.....	B	Satang.....	
Togo.....	Franc.....	CFAF	Centime.....	
Tonga.....	Pa'anga.....			
Trinidad and Tobago.....	Dollar.....	TT\$	Cent.....	
Tunisia.....	Dinar.....	D	Millime.....	
Turkey.....	Lira.....	LT	Kurus.....	
Uganda.....	Shilling.....	U Sh	Cent.....	
U. S. S. R.....	Ruble.....		Kopek.....	
United Kingdom.....	Pound.....	£ or £ stg.	Shilling.....	S., d.
United States.....	Dollar.....	\$ or US\$	Cent.....	
Upper Volta.....	Franc.....	CFAF	Centime.....	
Uruguay.....	Peso.....	Ur\$	Centesimo.....	
Venezuela.....	Bolivar.....	Bs	Centimo.....	
Vietnam ⁴ .....	Piaster.....	VN\$	Sou.....	
Wallis and Futuna.....	Franc.....	CFPF	Centime.....	
Western Samoa.....	Australian dollar.....	A\$	Cent.....	
Yemen (Aden).....	Dinar.....	SYD	Fil.....	
Yemen (Sana).....	Rial.....	Y Rls ²	Bogsha.....	
Yugoslavia.....	Dinar.....	Din	Para.....	
Zaire.....	Zaire.....	Z	Likuta.....	
Zambia.....	Kwacha.....	K	Ngwee.....	S., d.

¹ Singular: Re.² Singular: Rl.³ Singular: Pta.⁴ The State Department and Board on Geographic Names preference for this country is Viet-Nam.



## METRIC TABLES

## LENGTH

Myriameter.....	10,000 meters....	6.2137 miles.	Meter.....	1 meter.....	39.37 inches.
Kilometer.....	1,000 meters.....	0.62137 mile.	Decimeter.....	0.1 meter.....	3.937 inches.
Hectometer.....	100 meters.....	328 feet 1 inch.	Centimeter.....	0.01 meter.....	0.3937 inch.
Dekameter.....	10 meters.....	393.7 inches.	Millimeter.....	0.001 meter.....	0.0394 inch.

## AREA

Hectare.....	10,000 square meters....	2.471 acres.
Are.....	100 square meters.....	119.6 square yards.
Centiare.....	1 square meter.....	1,550 square inches.

## WEIGHT

Name	Number of grams	Volume corresponding to weight	Avoirdupois weight
Metric ton, millier or tonneau.....	1,000,000	1 cubic meter.....	2,204.6 pounds.
Quintal.....	100,000	1 hectoliter.....	220.46 pounds.
Myriagram.....	10,000	1 dekaliter.....	22.046 pounds.
Kilogram or kilo.....	1,000	1 liter.....	2.2046 pounds.
Hectogram.....	100	1 deciliter.....	3.5274 ounces.
Dekagram.....	10	10 cubic centimeters....	0.3527 ounce.
Gram.....	1	1 cubic centimeter.....	15.432 grains.
Decigram.....	.1	0.1 cubic centimeter.....	1.5432 grains.
Centigram.....	.01	10 cubic millimeters....	0.1543 grain.
Milligram.....	.001	1 cubic millimeter.....	0.0154 grain.

## CAPACITY

Name	Number of liters	Metric cubic measure	United States measure	British measure
Kiloliter or stere.....	1,000	1 cubic meter.....	1.308 cubic yards.....	1.308 cubic yards.
Hectoliter.....	100	0.1 cubic meter.....	2.838 bushels; 26.417 gallons.	2.75 bushels; 22.00 gallons.
Dekaliter.....	10	10 cubic decimeters....	1.135 pecks; 2.6417 gallons.	8.80 quarts; 2.200 gallons.
Liter.....	1	1 cubic decimeter.....	0.908 dry quart; 1.0567 liquid quarts.	0.880 quart.
Deciliter.....	.1	0.1 cubic decimeter.....	6.1023 cubic inches; 0.845 gill.	0.704 gill.
Centiliter.....	.01	10 cubic centimeters....	0.6102 cubic inch; 0.338 fluid ounce.	0.352 fluid ounce.
Milliliter.....	.001	1 cubic centimeter.....	0.061 cubic inch; 0.271 fluid dram.	0.284 fluid dram.

## COMMON MEASURES AND THEIR METRIC EQUIVALENTS

Common measure	Equivalent	Common measure	Equivalent
Inch.....	2.54 centimeters.	Dry quart, United States....	1.101 liters.
Foot.....	0.3048 meter.	Quart, imperial.....	1.136 liters.
Yard.....	0.9144 meter.	Gallon, United States.....	3.785 liters.
Rod.....	5.029 meters.	Gallon, imperial.....	4.546 liters.
Mile.....	1.6093 kilometers.	Peck, United States.....	8.810 liters.
Square inch.....	6.452 square centimeters.	Peck, imperial.....	9.092 liters.
Square foot.....	0.0929 square meter.	Bushel, United States.....	35.24 liters.
Square yard.....	0.836 square meter.	Bushel, imperial.....	36.37 liters.
Square rod.....	25.29 square meters.	Ounce, avoirdupois.....	28.35 grams.
Acre.....	0.4047 hectare.	Pound, avoirdupois.....	0.4536 kilogram.
Square mile.....	259 hectares.	Ton, long.....	1.0160 metric tons.
Cubic inch.....	16.39 cubic centimeters.	Ton, short.....	0.9072 metric ton.
Cubic foot.....	0.0283 cubic meter.	Grain.....	0.0648 gram.
Cubic yard.....	0.7646 cubic meter.	Ounce, troy.....	31.103 grams.
Cord.....	3.625 steres.	Pound, troy.....	0.3732 kilogram.
Liquid quart, United States..	0.9463 liter.		

## METRIC TABLES—Continued

## U.S. EQUIVALENTS OF THE PRINCIPAL WEIGHTS AND MEASURES USED IN FOREIGN AGRICULTURAL STATISTICS

[With suggestions by the Department of Agriculture]

Weight or measure	Country	Weight or measure	Country
1 ardeb=1.98 hectoliters=5.6189 Winchester or United States bushels.	Egypt.	1 koku=47.655 United States standard gallons.	Japan.
1 arroba=25 pounds, avoirdupois.	Cuba.	1 kwan=8.2673 pounds, avoirdupois.	Do.
1 batman=6.5 pounds, avoirdupois.	Iran.	1 liter=0.028378 Winchester bushel=0.26418 United States gallon.	( ² ).
1 bouw=7,096.5 square meters=1.754 acres.	Indonesia.	1 manzana=1.7266 acres.	Guatemala.
1 cantar=44.928 kilograms=99.049 pounds, avoirdupois.	Egypt.	1 maund=82.2857 pounds, avoirdupois.	British India.
1 catty (katl)=1½ pounds, avoirdupois.	China.	1 mesana=0.6397 acre.	Cuba.
1 cental=100 pounds, avoirdupois.	United States, Canada, Union of South Africa. ¹	1 morgen=2.1165 acres.	Union of South Africa.
1 centner=110.23 pounds, avoirdupois.	Denmark.	1 mow=0.1518 acre (varying).	China.
1 chetvert=5.9568 Winchester bushels.	Union of Soviet Socialist Republics.	1 oke=1.243 kilograms=2.751 pounds, avoirdupois.	Egypt.
1 cho=2.4506 acres.	Japan.	1 oke=2.822 pounds, avoirdupois.	Greece.
1 dekar=0.2471 acre.	Norway.	1 picul=133½ pounds, avoirdupois.	China.
1 dessiatine=2.6997 acres.	Union of Soviet Socialist Republics.	1 picul=61.761 kilograms=136.16 pounds, avoirdupois.	Indonesia.
1 donum=0.227 acre.	Turkey.	1 picul=132.28 pounds, avoirdupois.	Japan.
1 doppelzentner=220.46 pounds, avoirdupois.	Germany.	1 pood=36.1128 pounds, avoirdupois.	Union of Soviet Socialist Republics.
1 feddan=1.038 acres.	Egypt.	1 pound, Great Venetian=1.0582 pounds, avoirdupois.	Greece.
1 hectare=2.471 acres.	( ² ).	1 quintal (double centner, or metric centner)=220.46 pounds, avoirdupois.	( ² ).
1 hectoliter=2.8378 Winchester bushels.	( ² ).	1 quarter=8 imperial bushels=8.2564 Winchester bushels.	United Kingdom.
1 hectoliter=26.418 United States gallons.	( ² ).	1 rai=0.3954 acre.	Thailand.
1 hundredweight (long)=112 pounds, avoirdupois.	United Kingdom, Australia. ¹	1 Russian pound=¼ pood=0.90282 pound, avoirdupois.	Union of Soviet Socialist Republics.
1 hundredweight (or cental)=100 pounds, avoirdupois.	United States, Canada, Union of South Africa. ¹	1 stremma (royal)=0.2471 acre.	Greece.
1 imperial bushel=1.03205 Winchester bushels.	United Kingdom, Canada, Australia, Union of South Africa. ¹	1 tan (or picul)=133½ pounds, avoirdupois.	China.
1 imperial gallon=1.2009 United States gallons.	Do. ¹	1 ton (long)=2,240 pounds, avoirdupois.	United States (foreign trade) and United Kingdom.
1 joch (cadastral hold, or cadastral arpent)=1.422 acres.	Hungary.	1 ton (metric)=2,204.6 pounds, avoirdupois.	( ² ).
1 kilogram=2.2046 pounds, avoirdupois.	( ² ).	1 ton (short)=2,000 pounds, avoirdupois.	United States (internal trade) and Canada (foreign trade).
1 kin=1.3228 pounds, avoirdupois.	Japan.	1 zentner=110.23 pounds, avoirdupois.	Germany.
1 ko=2.3966 acres.	Formosa.		
1 koku=4.9602 imperial bushels=5.1192 Winchester bushels.	Japan.		

¹ List of countries given may not be complete.² Metric system.

NOTE.—The values given are believed to be carried to a sufficient number of decimal places to meet the purpose for which the units may be used.

## PICAS REDUCED TO INCHES

Picas	Inches	Picas	Inches	Picas	Inches	Picas	Inches	Picas	Inches	Picas	Inches	Picas	Inches
1	0.166	18	2.988	35	5.811	52	8.634	69	11.457	86	14.279		
2	.332	19	3.154	36	5.977	53	8.800	70	11.623	87	14.445		
3	.498	20	3.320	37	6.143	54	8.966	71	11.789	88	14.611		
4	.664	21	3.487	38	6.309	55	9.132	72	11.955	89	14.778		
5	.830	22	3.653	39	6.475	56	9.298	73	12.121	90	14.944		
6	.996	23	3.819	40	6.641	57	9.464	74	12.287	91	15.110		
7	1.162	24	3.985	41	6.807	58	9.630	75	12.453	92	15.276		
8	1.328	25	4.151	42	6.973	59	9.796	76	12.619	93	15.442		
9	1.494	26	4.317	43	7.139	60	9.962	77	12.785	94	15.608		
10	1.660	27	4.483	44	7.306	61	10.128	78	12.951	95	15.774		
11	1.826	28	4.649	45	7.472	62	10.294	79	13.117	96	15.940		
12	1.992	29	4.815	46	7.638	63	10.460	80	13.283	97	16.106		
13	2.158	30	4.981	47	7.804	64	10.626	81	13.449	98	16.272		
14	2.324	31	5.147	48	7.970	65	10.792	82	13.615	99	16.438		
15	2.490	32	5.313	49	8.136	66	10.959	83	13.781	100	16.604		
16	2.656	33	5.479	50	8.302	67	11.125	84	13.947	125	20.750		
17	2.822	34	5.645	51	8.468	68	11.291	85	14.113	150	24.900		

## INCREASE OF TEXT BY USING LEADS

If leaded with 2-point leads—

6-point type is increased one-third.

8-point type is increased one-fourth.

10-point type is increased one-fifth.

11-point type is increased two-elevenths.

12-point type is increased one-sixth.

## NUMBER OF WORDS AND EMS TO THE SQUARE INCH

Size of type	Number of words		Number of ems	Size of type	Number of words		Number of ems
	Solid	Leaded			Solid	Leaded	
14 point.....	11	8	26½	8 point.....	32	23	81
12 point.....	14	11	36	6 point.....	47	34	144
11 point.....	17	14	43	5 point.....	69	50	207
10 point.....	21	16	52				



## 19. COUNTIES

Note the orthography of names of the following counties:

<p> <b>Allegany</b> in Maryland and New York  <b>Alleghany</b> in North Carolina and Virginia  <b>Allegheny</b> in Pennsylvania  <b>Andrew</b> in Missouri  <b>Andrews</b> in Texas  <b>Aransas</b> in Texas  <b>Arkansas</b> in Arkansas  <b>Barber</b> in Kansas  <b>Barbour</b> in Alabama and West Virginia  <b>Brevard</b> in Florida  <b>Broward</b> in Florida  <b>Brooke</b> in West Virginia  <b>Brooks</b> in Georgia and Texas  <b>Brown</b> in all States  <b>Bulloch</b> in Georgia  <b>Bullock</b> in Alabama  <b>Burnet</b> in Texas  <b>Burnett</b> in Wisconsin  <b>Cheboygan</b> in Michigan; <b>Sheboygan</b> in Wisconsin  <b>Clarke</b> in Alabama, Georgia, Iowa, Mississippi, and Virginia; all others <b>Clark</b>  <b>Coffee</b> in Alabama, Georgia, and Tennessee  <b>Coffey</b> in Kansas  <b>Coal</b> in Oklahoma  <b>Cole</b> in Missouri  <b>Coles</b> in Illinois  <b>Cook</b> in Illinois and Minnesota  <b>Cooke</b> in Texas  <b>Davidson</b> in North Carolina and Tennessee  <b>Davis</b> in North Carolina  <b>Daviess</b> in Indiana, Kentucky, and Missouri  <b>Davis</b> in Iowa and Utah  <b>Davidson</b> in South Dakota  <b>Dickenson</b> in Virginia  <b>Dickinson</b> in Iowa, Kansas, and Michigan  <b>Dickson</b> in Tennessee  <b>Douglas</b> in all States  <b>Forrest</b> in Mississippi; <b>Forest</b> in others  <b>Glascok</b> in Georgia  <b>Glasscock</b> in Texas  <b>Green</b> in Kentucky and Wisconsin; all others <b>Greene</b>  <b>Hartford</b> in Maryland  <b>Hartford</b> in Connecticut  <b>Huntingdon</b> in Pennsylvania </p>	<p> <b>Huntington</b> in Indiana  <b>Johnston</b> in North Carolina and Oklahoma; all others <b>Johnson</b>  <b>Kanabec</b> in Minnesota  <b>Kennebec</b> in Maine  <b>Kearney</b> in Nebraska  <b>Kearny</b> in Kansas  <b>Lawrence</b> in all States  <b>Linn</b> in Iowa, Kansas, Missouri, and Oregon  <b>Lynn</b> in Texas  <b>Loudon</b> in Tennessee  <b>Loudoun</b> in Virginia  <b>Manatee</b> in Florida  <b>Manistee</b> in Michigan  <b>Mercer</b> in California; <b>Mercer</b> elsewhere  <b>Morton</b> both in Kansas  <b>Norton</b> both in Kansas  <b>Muscogee</b> in Georgia  <b>Muskogee</b> in Oklahoma  <b>Park</b> in Colorado and Montana  <b>Parke</b> in Indiana  <b>Pottawatomie</b> in Kansas and Oklahoma  <b>Pottawattamie</b> in Iowa  <b>Sanders</b> in Montana  <b>Saunders</b> in Nebraska  <b>Smyth</b> in Virginia; all others <b>Smith</b>  <b>Stafford</b> in Virginia  <b>Stafford</b> in New Hampshire  <b>Stanley</b> in South Dakota  <b>Stanly</b> in North Carolina  <b>Stark</b> in Illinois, North Dakota, and Ohio  <b>Starke</b> in Indiana  <b>Stephens</b> in Georgia, Oklahoma, and Texas  <b>Stevens</b> in Kansas, Minnesota, and Washington  <b>Storey</b> in Nevada  <b>Story</b> in Iowa  <b>Terrell</b> in Georgia and Texas  <b>Tyrrrell</b> in North Carolina  <b>Tooele</b> in Utah  <b>Toole</b> in Montana  <b>Vermillion</b> in Indiana; all others <b>Vermilion</b>  <b>Woods</b> in Oklahoma; all others <b>Wood</b>  <b>Wyandot</b> in Ohio  <b>Wyandotte</b> in Kansas </p>
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### ALABAMA

<p> <b>Autauga</b>  <b>Baldwin</b>  <b>Barbour</b>  <b>Bibb</b>  <b>Blount</b>  <b>Bullock</b>  <b>Butler</b>  <b>Calhoun</b>  <b>Chambers</b>  <b>Cherokee</b>  <b>Chilton</b>  <b>Choctaw</b> </p>	<p> <b>Clarke</b>  <b>Clay</b>  <b>Cleburne</b>  <b>Coffee</b>  <b>Colbert</b>  <b>Conecuh</b>  <b>Coosa</b>  <b>Covington</b>  <b>Crenshaw</b>  <b>Cullman</b>  <b>Dale</b>  <b>Dallas</b>  <b>De Kalb</b>  <b>Elmore</b> </p>	<p> <b>Escambia</b>  <b>Etowah</b>  <b>Fayette</b>  <b>Franklin</b>  <b>Geneva</b>  <b>Greene</b>  <b>Hale</b>  <b>Henry</b>  <b>Houston</b>  <b>Jackson</b>  <b>Jefferson</b>  <b>Lamar</b>  <b>Lauderdale</b>  <b>Lawrence</b> </p>
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**Lee**  
**Limestone**  
**Lowndes**  
**Macon**  
**Madison**  
**Marengo**  
**Marion**  
**Marshall**  
**Mobile**  
**Monroe**  
**Montgomery**  
**Morgan**  
**Perry**  
**Pickens**

**Pike**  
**Randolph**  
**Russell**  
**St. Clair**  
**Shelby**  
**Sumter**  
**Talladega**  
**Tallapoosa**  
**Tuscaloosa**  
**Walker**  
**Washington**  
**Wilcox**  
**Winston**

### ALASKA (divided into four judicial districts; no counties)

#### ARIZONA

<p> <b>Apache</b>  <b>Cochise</b> </p>	<p> <b>Coconino</b>  <b>Gila</b>  <b>Graham</b> </p>	<p> <b>Greenlee</b>  <b>Maricopa</b>  <b>Mohave</b> </p>	<p> <b>Navajo</b>  <b>Pima</b>  <b>Pinal</b> </p>	<p> <b>Santa Cruz</b>  <b>Yavapai</b>  <b>Yuma</b> </p>
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#### ARKANSAS

<p> <b>Arkansas</b>  <b>Ashley</b>  <b>Baxter</b>  <b>Benton</b>  <b>Boone</b>  <b>Bradley</b>  <b>Calhoun</b> </p>	<p> <b>Carroll</b>  <b>Chicot</b>  <b>Clark</b>  <b>Clay</b>  <b>Cleburne</b>  <b>Cleveland</b>  <b>Columbia</b>  <b>Conway</b>  <b>Craighead</b> </p>	<p> <b>Crawford</b>  <b>Crittenden</b>  <b>Cross</b>  <b>Dallas</b>  <b>Desha</b>  <b>Drew</b>  <b>Faulkner</b>  <b>Franklin</b>  <b>Fulton</b> </p>	<p> <b>Garland</b>  <b>Grant</b>  <b>Greene</b>  <b>Hempstead</b>  <b>Hot Spring</b>  <b>Howard</b>  <b>Independence</b>  <b>Izard</b>  <b>Jackson</b> </p>	<p> <b>Jefferson</b>  <b>Johnson</b>  <b>Lafayette</b>  <b>Lawrence</b>  <b>Lee</b>  <b>Lincoln</b>  <b>Little River</b>  <b>Logan</b>  <b>Lonoke</b> </p>
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**ARKANSAS—Continued**

Madison	Newton	Pope	Scott	Union
Marion	Ouachita	Prairie	Searcy	Van Buren
Miller	Perry	Pulaski	Sebastian	Washington
Mississippi	Phillips	Randolph	Sevier	White
Monroe	Pike	St. Francis	Sharp	Woodruff
Montgomery	Poinsett	Saline	Stone	Yell
Nevada	Polk			

**CALIFORNIA**

Alameda	Glenn	Mendocino	San Benito	Siskiyou
Alpine	Humboldt	Merced	San Bernardino	Solano
Amador	Imperial	Modoc	San Diego	Sonoma
Butte	Inyo	Mono	San Francisco	Stanislaus
Calaveras	Kern	Monterey	San Joaquin	Sutter
Colusa	Kings	Napa	San Luis Obispo	Tehama
Contra Costa	Lake	Nevada	San Mateo	Trinity
Del Norte	Lassen	Orange	Santa Barbara	Tulare
El Dorado	Los Angeles	Placer	Santa Clara	Tuolumne
Fresno	Madera	Plumas	Santa Cruz	Ventura
	Marin	Riverside	Shasta	Yolo
	Mariposa	Sacramento	Sierra	Yuba

**COLORADO**

Adams	Costilla	Grand	Logan	Pueblo
Alamosa	Crowley	Gunnison	Mesa	Rio Blanco
Arapahoe	Custer	Hinsdale	Mineral	Rio Grande
Archuleta	Delta	Huerfano	Moffat	Routt
Baca	Denver	Jackson	Montezuma	Saguache
Bent	Dolores	Jefferson	Montrose	San Juan
Boulder	Douglas	Kiowa	Morgan	San Miguel
Chaffee	Eagle	Kit Carson	Otero	Sedgwick
Cheyenne	Elbert	Lake	Ouray	Summit
Clear Creek	El Paso	La Plata	Park	Teller
Conejos	Fremont	Larimer	Phillips	Washington
	Garfield	Las Animas	Pitkin	Weid
	Gilpin	Lincoln	Prowers	Yuma

**CONNECTICUT**

Fairfield	Litchfield	New Haven	Tolland
Hartford	Middlesex	New London	Windham

**DELAWARE**

Kent	New Castle	Sussex
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**DISTRICT OF COLUMBIA****FLORIDA**

Alachua	Dade	Hernando	Manatee	St. Johns
Baker	De Soto	Highlands	Marion	St. Lucie
Bay	Dixie	Hillsborough	Martin	Santa Rosa
Bradford	Duval	Holmes	Monroe	Sarasota
Brevard	Escambia	Indian River	Nassau	Seminole
Broward	Flagler	Jackson	Okaloosa	Sumter
Calhoun	Franklin	Jefferson	Okeechobee	Suwannee
Charlotte	Gadsden	Lafayette	Orange	Taylor
Citrus	Gilchrist	Lake	Osceola	Union
Clay	Glades	Lee	Palm Beach	Volusia
Collier	Gulf	Leon	Pasco	Wakulla
Columbia	Hamilton	Levy	Pinellas	Walton
	Hardee	Liberty	Polk	Washington
	Hendry	Madison	Putnam	

**GEORGIA**

Appling	Clinch	Gordon	Macon	Stewart
Atkinson	Cobb	Grady	Madison	Sumter
Bacon	Coffee	Greene	Marion	Talbot
Baker	Colquitt	Gwinnett	Meriwether	Taliaferro
Baldwin	Columbia	Habersham	Miller	Tattnall
Banks	Cook	Hall	Mitchell	Taylor
Barrow	Coweta	Hancock	Monroe	Telfair
Bartow	Crawford	Haralson	Montgomery	Terrell
Ben Hill	Crisp	Harris	Morgan	Thomas
Berrien	Dade	Hart	Murray	Tift
Bibb	Dawson	Heard	Muscogee	Toombs
Bleckley	Decatur	Henry	Newton	Towns
Brantley	De Kalb	Houston	Oconee	Treutlen
Brooks	Dodge	Irwin	Oglethorpe	Troup
Bryan	Dooley	Jackson	Paulding	Turner
Bulloch	Dougherty	Jasper	Peach	Twiggs
Burke	Douglas	Jeff Davis	Pickens	Union
Butts	Early	Jefferson	Pierce	Upson
Calhoun	Echols	Jenkins	Pike	Walker
Camden	Effingham	Johnson	Polk	Walton
Candler	Elbert	Jones	Pulaski	Ware
Carroll	Emanuel	Lamar	Putnam	Warren
Catoosa	Evans	Lanier	Quitman	Washington
Charlton	Fannin	Laurens	Rabun	Wayne
Chatham	Fayette	Lee	Randolph	Webster
Chattahoochee	Floyd	Liberty	Richmond	Wheeler
Chattooga	Forsyth	Lincoln	Rockdale	White
Cherokee	Franklin	Long	Schley	Whitfield
Clarke	Fulton	Lowndes	Screven	Wilcox
Clay	Gilmer	Lumpkin	Seminole	Wilkes
Clayton	Glascokk	McDuffie	Spalding	Wilkinson
	Glynn	McIntosh	Stephens	Worth

HAWAII	Hawaii	Honolulu	Kauai	Maul
<b>IDAHO</b>				
Ada	Bonner	Clearwater	Jerome	Oneida
Adams	Bonneville	Custer	Kootenai	Owyhee
Bannock	Boundary	Elmore	Latah	Payette
Bear Lake	Butte	Franklin	Lemhi	Power
Benewah	Camas	Fremont	Lewis	Shoshone
Bingham	Canyon	Gem	Lincoln	Teton
Blaine	Caribou	Gooding	Madison	Twin Falls
Boise	Cassia	Idaho	Minidoka	Valley
	Clark	Jefferson	Nez Perce	Washington
<b>ILLINOIS</b>				
Adams	De Witt	Jefferson	Marshall	Saline
Alexander	Douglas	Jersey	Mason	Sangamon
Bond	Du Page	Jo Daviess	Massac	Schuyler
Boone	Edgar	Johnson	Menard	Scott
Brown	Edwards	Kane	Mercer	Shelby
Bureau	Efingham	Kankakee	Monroe	Stark
Calhoun	Fayette	Kendall	Montgomery	Stephenson
Carroll	Ford	Knox	Morgan	Tazewell
Cass	Franklin	Lake	Moultrie	Union
Champaign	Fulton	La Salle	Ogle	Vermilion
Christian	Gallatin	Lawrence	Peoria	Wabash
Clark	Greene	Lee	Perry	Warren
Clay	Grundy	Livingston	Piatt	Washington
Clinton	Hamilton	Logan	Pike	Wayne
Coles	Hancock	McDonough	Pope	White
Cook	Hardin	McHenry	Pulaski	Whiteside
Crawford	Henderson	McLean	Putnam	Will
Cumberland	Henry	Macon	Randolph	Williamson
De Kalb	Iroquois	Macoupin	Richland	Winnebago
	Jackson	Madison	Rock Island	Woodford
	Jasper	Marion	St. Clair	
<b>INDIANA</b>				
Adams	Delaware	Jasper	Newton	Starke
Allen	Dubois	Jay	Noble	Steuben
Bartholomew	Elkhart	Jefferson	Ohio	Sullivan
Benton	Fayette	Jennings	Orange	Switzerland
Blackford	Floyd	Johnson	Owen	Tippecanoe
Boone	Fountain	Knox	Parke	Tipton
Brown	Franklin	Kosciusko	Perry	Union
Carroll	Fulton	Lagrange	Pike	Vanderburgh
Cass	Gibson	Lake	Porter	Vermillion
Clark	Grant	La Porte	Posey	Vigo
Clay	Greene	Lawrence	Pulaski	Wabash
Clinton	Hamilton	Madison	Putnam	Warren
Crawford	Hancock	Marion	Randolph	Warrick
Davies	Harrison	Marshall	Ripley	Washington
Dearborn	Hendricks	Martin	Rush	Wayne
Decatur	Henry	Miami	St. Joseph	Wells
De Kalb	Howard	Monroe	Scott	White
	Huntington	Montgomery	Shelby	Whitley
	Jackson	Morgan	Spencer	
<b>IOWA</b>				
Adair	Clarke	Hamilton	Lyon	Ringgold
Adams	Clay	Hancock	Madison	Sac
Allamakee	Clayton	Hardin	Mahaska	Scott
Appanoose	Clinton	Harrison	Marion	Shelby
Audubon	Crawford	Henry	Marshall	Sioux
Benton	Dallas	Howard	Mills	Story
Black Hawk	Davis	Humboldt	Mitchell	Tama
Boone	Decatur	Ida	Monona	Taylor
Bremer	Delaware	Iowa	Monroe	Union
Buchanan	Des Moines	Jackson	Montgomery	Van Buren
Buena Vista	Dickinson	Jasper	Muscataine	Wapello
Butler	Dubuque	Jefferson	O'Brien	Warren
Calhoun	Emmet	Johnson	Osceola	Washington
Carroll	Fayette	Jones	Page	Wayne
Cass	Floyd	Keokuk	Palo Alto	Webster
Cedar	Franklin	Kossuth	Plymouth	Winnebago
Cerro Gordo	Fremont	Lee	Pocahontas	Winneshiek
Cherokee	Greene	Linn	Polk	Woodbury
Chickasaw	Grundy	Louisa	Pottawattamie	Worth
	Guthrie	Lucas	Poweshiek	Wright
<b>KANSAS</b>				
Allen	Cheyenne	Elk	Hamilton	Lane
Anderson	Clark	Ellis	Harper	Leavenworth
Atchison	Clay	Ellsworth	Harvey	Lincoln
Barber	Cloud	Finney	Haskell	Linn
Barton	Coffey	Ford	Hodgeman	Logan
Bourbon	Comanche	Franklin	Jackson	Lyon
Brown	Cowley	Geary	Jefferson	McPherson
Butler	Crawford	Gove	Jewell	Marion
Chase	Dickinson	Graham	Johnson	Marshall
Chautauqua	Doniphan	Grant	Kearny	Meade
Cherokee	Douglas	Gray	Kingman	Miami
	Edwards	Greeley	Kiowa	Mitchell
		Greenwood	Labette	Montgomery



**KANSAS—Continued**

Morris	Pawnee	Rooks	Sheridan	Trego
Morton	Phillips	Rush	Sherman	Wabaunsee
Nemaha	Pottawatomie	Russell	Smith	Wallace
Neosho	Pratt	Saline	Stafford	Washington
Ness	Rawlins	Scott	Stanton	Wichita
Norton	Reno	Sedgwick	Stevens	Wilson
Osage	Republic	Seward	Sumner	Woodson
Osborne	Rice	Shawnee	Thomas	Wyandotte
Ottawa	Riley			

**KENTUCKY**

Adair	Christian	Harrison	McCracken	Perry
Allen	Clark	Hart	McCreary	Pike
Anderson	Clay	Henderson	McLean	Powell
Ballard	Clinton	Henry	Madison	Pulaski
Barren	Crittenden	Hickman	Magoffin	Robertson
Bath	Cumberland	Hopkins	Marion	Rockcastle
Bell	Daviess	Jackson	Marshall	Rowan
Boone	Edmonson	Jefferson	Martin	Russell
Bourbon	Elliott	Jessamine	Mason	Scott
Boyd	Estill	Johnson	Meade	Shelby
Boyle	Fayette	Kenton	Menifee	Simpson
Bracken	Fleming	Knott	Mercer	Spencer
Breathitt	Floyd	Knox	Metcalfe	Taylor
Breckinridge	Franklin	Larue	Monroe	Todd
Bullitt	Fulton	Laurel	Montgomery	Trigg
Butler	Gallatin	Lawrence	Morgan	Trimble
Caldwell	Garrard	Lee	Muhlenberg	Union
Calloway	Grant	Leslie	Nelson	Warren
Campbell	Graves	Letcher	Nicholas	Washington
Carlisle	Grayson	Lewis	Ohio	Wayne
Carroll	Green	Lincoln	Oldham	Webster
Carter	Greenup	Livingston	Owen	Whitley
Casey	Hancock	Logan	Owsley	Wolfe
	Hardin	Lyon	Pendleton	Woodford
	Harlan			

**LOUISIANA  
(Parishes)**

Acadia	Cameron	Jefferson	Pointe Coupee	St. Tammany
Allen	Catahoula	Jefferson Davis	Rapides	Tangipahoa
Ascension	Claiborne	Lafayette	Red River	Tensas
Assumption	Concordia	Lafourche	Richland	Terrebonne
Avoyelles	De Soto	La Salle	Sabine	Union
Beauregard	East Baton Rouge	Lincoln	St. Bernard	Vermilion
Bienville	East Carroll	Livingston	St. Charles	Vernon
Bossier	East Feliciana	Madison	St. Helena	Washington
Caddo	Evangeline	Morehouse	St. James	Webster
Calcasieu	Franklin	Natchitoches	St. John the Baptist	West Baton Rouge
Caldwell	Grant	Orleans	St. Landry	West Carroll
	Iberia	Ouachita	St. Martin	West Feliciana
	Iberville	Plaquemines	St. Mary	Winn
	Jackson			

**MAINE**

Androscoggin	Cumberland	Knox	Piscataquis	Waldo
Aroostook	Franklin	Lincoln	Sagadahoc	Washington
	Hancock	Oxford	Somerset	York
	Kennebec	Penobscot		

**MARYLAND**

Allegany	Calvert	Dorchester	Kent	Somerset
Anne Arundel	Caroline	Frederick	Montgomery	Talbot
Baltimore	Carroll	Garrett	Prince Georges	Washington
	Cecil	Harford	Queen Annes	Wicomico
	Charles	Howard	St. Marys	Worcester

**MASSACHUSETTS**

Barnstable	Berkshire	Franklin	Middlesex	Plymouth
	Bristol	Hampden	Nantucket	Suffolk
	Dukes	Hampshire	Norfolk	Worcester
	Essex			

**MICHIGAN**

Alcona	Cheboygan	Ingham	Macomb	Osceola
Alger	Chippewa	Ionia	Manistee	Oscoda
Allegan	Clare	Iosco	Marquette	Otsego
Alpena	Clinton	Iron	Mason	Ottawa
Antrim	Crawford	Isabella	Mecosta	Presque Isle
Arenac	Delta	Jackson	Menominee	Roscommon
Baraga	Dickinson	Kalamazoo	Midland	Saginaw
Barry	Eaton	Kalkaska	Missaukee	St. Clair
Bay	Emmet	Kent	Monroe	St. Joseph
Benzie	Genesee	Keweenaw	Montcalm	Sanilac
Berrien	Gladwin	Lake	Montmorency	Schoolcraft
Branch	Gogebic	Lapeer	Muskegon	Shiawassee
Calhoun	Grand Traverse	Leelanau	Newaygo	Tuscola
Cass	Gratiot	Lenawee	Oakland	Van Buren
Charlevoix	Hillsdale	Livingston	Oceana	Washtenaw
	Houghton	Luce	Ogemaw	Wayne
	Huron	Mackinac	Ontonagon	Wexford

**MINNESOTA**

Aitkin	Cottonwood	Kittson	Nobles	Sherburne
Anoka	Crow Wing	Koochiching	Norman	Sibley
Becker	Dakota	Lac qui Parle	Olmsted	Stearns
Beltrami	Dodge	Lake	Otter Tail	Steele
Benton	Douglas	Lake of the Woods	Pennington	Stevens
Big Stone	Faribault	Le Sueur	Pine	Swift
Blue Earth	Fillmore	Lincoln	Pipestone	Todd
Brown	Freeborn	Lyon	Polk	Traverse
Carlton	Goodhue	McLeod	Pope	Wabasha
Carver	Grant	Mahnomen	Ramsey	Wadena
Cass	Hennepin	Marshall	Red Lake	Waseca
Chippewa	Houston	Martin	Redwood	Washington
Chisago	Hubbard	Meeker	Renville	Watsonwan
Clay	Isanti	Mille Lacs	Rice	Wilkin
Clearwater	Itasca	Morrison	Rock	Winona
Cook	Jackson	Mower	Roseau	Wright
	Kanabec	Murray	St. Louis	Yellow Medicine
	Kandiyohi	Nicollet	Scott	

**MISSISSIPPI**

Adams	Covington	Jefferson Davis	Neshoba	Sunflower
Alcorn	De Soto	Jones	Newton	Tallahatchie
Amite	Forrest	Kemper	Noxubee	Tate
Attala	Franklin	Lafayette	Oktibbeha	Tippah
Benton	George	Lamar	Panola	Tishomingo
Bolivar	Greene	Lauderdale	Pearl River	Tunica
Calhoun	Grenada	Lawrence	Perry	Union
Carroll	Hancock	Leake	Pike	Walthall
Chickasaw	Harrison	Lee	Pontotoc	Warren
Choctaw	Hinds	Leflore	Prentiss	Washington
Claiborne	Holmes	Lincoln	Quitman	Wayne
Clarke	Humphreys	Lowndes	Rankin	Webster
Clay	Issaquena	Madison	Scott	Wilkinson
Coahoma	Itawamba	Marion	Sharkey	Winston
Copiah	Jackson	Marshall	Simpson	Yalobusha
	Jasper	Monroe	Smith	Yazoo
	Jefferson	Montgomery	Stone	

**MISSOURI**

Adair	Clark	Iron	Montgomery	St. Clair
Andrew	Clay	Jackson	Morgan	St. Francois
Atchison	Clinton	Jasper	New Madrid	Ste. Genevieve
Audrain	Cole	Jefferson	Newton	St. Louis
Barry	Cooper	Johnson	Nodaway	Saline
Barton	Crawford	Knox	Oregon	Schuyler
Bates	Dade	Laclede	Osage	Scotland
Benton	Dallas	Lafayette	Ozark	Scott
Bollinger	Davies	Lawrence	Femiscot	Shannon
Boone	De Kalb	Lewis	Ferry	Shelby
Buchanan	Dent	Lincoln	Pettis	Stoddard
Butler	Douglas	Linn	Phelps	Stone
Caldwell	Dunklin	Livingston	Pike	Sullivan
Callaway	Franklin	McDonald	Platte	Taney
Camden	Gasconade	Macon	Polk	Texas
Cape Girardeau	Gentry	Madison	Pulaski	Vernon
Carroll	Greene	Maries	Putnam	Warren
Carter	Grundy	Marion	Ralls	Washington
Cass	Harrison	Mercer	Randolph	Wayne
Cedar	Henry	Miller	Ray	Webster
Chariton	Hickory	Mississippi	Reynolds	Worth
Christian	Holt	Moniteau	Ripley	Wright
	Howard	Monroe	St. Charles	
	Howell			

**MONTANA**

Beaverhead	Dawson	Judith Basin	Petroleum	Sheridan
Big Horn	Deer Lodge	Lake	Phillips	Silver Bow
Blaine	Fallon	Lewis and Clark	Pondera	Stillwater
Broadwater	Fergus	Liberty	Powder River	Sweet Grass
Carbon	Flathead	Lincoln	Powell	Teton
Carter	Gallatin	McCone	Prairie	Toole
Cascade	Garfield	Madison	Ravalli	Treasure
Chouteau	Glacier	Meagher	Richland	Valley
Custer	Golden Valley	Mineral	Roosevelt	Wheatland
Daniels	Granite	Missoula	Rosebud	Wibaux
	Hill	Musselshell	Sanders	Yellowstone
	Jefferson	Park		

**NEBRASKA**

Adams	Cedar	Dundy	Hitchcock	McPherson
Antelope	Chase	Fillmore	Holt	Madison
Arthur	Cherry	Franklin	Hooker	Merrick
Banner	Cheyenne	Frontier	Howard	Morrill
Blaine	Clay	Furnas	Jefferson	Nance
Boone	Colfax	Gage	Johnson	Nemaha
Box Butte	Cuming	Garden	Kearney	Nuckolls
Boyd	Custer	Garfield	Keith	Otoe
Brown	Dakota	Gosper	Keya Paha	Pawnee
Buffalo	Dawes	Grant	Kimball	Perkins
Burt	Dawson	Greeley	Knor	Phelps
Butler	Deuel	Hall	Lancaster	Pierce
Cass	Dixon	Hamilton	Lincoln	Platte
	Dodge	Harlan	Logan	Polk
	Douglas	Hayes	Loup	Red Willow

## NEBRASKA—Continued

Richardson Rock Saline Sarpy	Saunders Scotts Bluff Seward Sheridan	Sherman Sioux Stanton Thayer	Thomas Thurston Valley Washington	Wayne Webster Wheeler York
<b>NEVADA</b>	Douglas Elko Esmeralda Eureka	Humboldt Lander Lincoln Lyon	Mineral Nye Pershing	Storey Washoe White Pine
Churchill Clark				
<b>NEW HAMPSHIRE</b>	Belknap Carroll Cheshire	Coos Grafton Hillsborough	Merrimack Rockingham	Strafford Sullivan
<b>NEW JERSEY</b>	Camden Cape May Cumberland Essex Gloucester	Hudson Hunterdon Mercer Middlesex Monmouth	Morris Ocean Passaic Salem	Somerset Sussex Union Warren
Atlantic Bergen Burlington				
<b>NEW MEXICO</b>	De Baca Dona Ana Eddy Grant Guadalupe Harding Hidalgo	Lea Lincoln Los Alamos Luna McKinley Mora Otero	Quay Rio Arriba Roosevelt Sandoval San Juan San Miguel Santa Fe	Sierra Socorro Taos Torrance Union Valencia
Bernalillo Catron Chaves Colfax Curry				
<b>NEW YORK</b>	Cortland Delaware Dutchess Erie Essex Franklin Fulton Genesee Greene Hamilton Herkimer Jefferson Kings	Lewis Livingston Madison Monroe Montgomery Nassau New York Niagara Oneida Onondaga Ontario Orange Orleans	Oswego Otsego Putnam Queens Rensselaer Richmond Rockland St. Lawrence Saratoga Schenectady Schoharie Schuyler Seneca	Steuben Suffolk Sullivan Tioga Tompkins Ulster Warren Washington Wayne Westchester Wyoming Yates
Albany Allegany Bronx Broome Cattaraugus Cayuga Chautauqua Chemung Chenango Clinton Columbia				
<b>NORTH CAROLINA</b>	Chatham Cherokee Chowan Clay Cleveland Columbus Craven Cumberland Currituck Dare Davidson Davie Duplin Durham Edgecombe Forsyth Franklin Gaston Gates Graham Granville	Greene Guilford Halifax Harnett Haywood Henderson Hertford Hoke Hyde Iredell Jackson Johnston Jones Lee Lenoir Lincoln McDowell Macon Madison Martin Mecklenburg	Mitchell Montgomery Moore Nash New Hanover Northampton Onslow Orange Pamlico Pasquotank Pender Perquimans Person Pitt Polk Randolph Richmond Robeson Rockingham Rowan	Rutherford Sampson Scotland Stanly Stokes Surry Swain Transylvania Tyrrell Union Vance Wake Warren Washington Watauga Wayne Wilkes Wilson Yadkin Yancey
Alamance Alexander Alleghany Anson Ashe Avery Beaufort Bertie Bladen Brunswick Buncombe Burke Cabarrus Caldwell Camden Carteret Caswell Catawba				
<b>NORTH DAKOTA</b>	Cavalier Dickey Divide Dunn Eddy Emmons Foster Golden Valley Grand Forks Grant Griggs	Hettinger Kidder La Moure Logan McHenry McIntosh McKenzie McLean Mercer Morton Mountrail	Nelson Oliver Pembina Pierce Ramsey Ransom Renville Richland Rolette Sargent Sheridan	Sioux Slope Stark Steele Stutsman Towner Traill Walsh Ward Wells Williams
Adams Barnes Benson Billings Bottineau Bowman Burke Burleigh Cass				
<b>OHIO</b>	Carroll Champaign Clark Clermont Clinton Columbiana Coshocton Crawford Cuyahoga Darke Defiance	Delaware Erie Fairfield Fayette Franklin Fulton Gallia Geauga Greene Guernsey Hamilton	Hancock Hardin Harrison Henry Highland Hocking Holmes Huron Jackson Jefferson Knox	Lake Lawrence Licking Logan Lorain Lucas Madison Mahoning Marion Medina Meigs
Adams Allen Ashland Ashtabula Athens Auglaize Belmont Brown Butler				



**OHIO—Continued**

Mercer	Noble	Preble	Shelby	Vinton
Miami	Ottawa	Putnam	Stark	Warren
Monroe	Paulding	Richland	Summit	Washington
Montgomery	Perry	Ross	Trumbull	Wayne
Morgan	Pickaway	Sandusky	Tuscarawas	Williams
Morrow	Pike	Scioto	Union	Wood
Muskingum	Portage	Seneca	Van Wert	Wyandot

**OKLAHOMA**

Adair	Coal	Haskell	Major	Pottawatomie
Alfalfa	Comanche	Hughes	Marshall	Pushmataha
Atoka	Cotton	Jackson	Mayes	Roger Mills
Beaver	Craig	Jefferson	Murray	Rogers
Beckham	Creek	Johnston	Muskogee	Seminole
Blaine	Custer	Kay	Noble	Sequoyah
Bryan	Delaware	Kingfisher	Nowata	Stephens
Caddo	Dewey	Kiowa	Okfuskee	Texas
Canadian	Ellis	Latimer	Oklahoma	Tillman
Carter	Garfield	Le Flore	Okmulgee	Tulsa
Cherokee	Garvin	Lincoln	Osage	Wagoner
Choctaw	Grady	Logan	Ottawa	Washington
Cimarron	Grant	Love	Pawnee	Washita
Cleveland	Greer	McClain	Payne	Woods
	Harmon	McCurtain	Pittsburg	Woodward
	Harper	McIntosh	Pontotoc	

**OREGON**

Baker	Crook	Jackson	Malheur	Umatilla
Benton	Curry	Jefferson	Marion	Union
Clackamas	Deschutes	Josephine	Morrow	Wallowa
Clatsop	Douglas	Klamath	Multnomah	Wasco
Columbia	Gilliam	Lake	Polk	Washington
Coos	Grant	Lane	Sherman	Wheeler
	Harney	Lincoln	Tillamook	Yamhill
	Hood River	Linn		

**PENNSYLVANIA**

Adams	Carbon	Forest	Lycoming	Snyder
Allegheny	Centre	Franklin	McKean	Somerset
Armstrong	Chester	Fulton	Mercer	Sullivan
Beaver	Clarion	Greene	Mifflin	Susquehanna
Bedford	Clearfield	Huntingdon	Monroe	Tioga
Berks	Clinton	Indiana	Montgomery	Union
Blair	Columbia	Jefferson	Montour	Venango
Bradford	Crawford	Juniata	Northampton	Warren
Bucks	Cumberland	Lackawanna	Northumberland	Washington
Butler	Dauphin	Lancaster	Perry	Wayne
Cambria	Delaware	Lawrence	Philadelphia	Westmoreland
Cameron	Elk	Lebanon	Pike	Wyoming
	Erie	Lehigh	Potter	York
	Fayette	Luzerne	Schuylkill	

**PUERTO RICO  
(Districts)**

Aguadilla	Bayamon	Humacao	Ponce
Arecibo	Guayama	Mayaguez	San Juan

**RHODE ISLAND**

Bristol	Newport	Providence	Washington
Kent			

**SAMOA**

Tutuila Island

**SOUTH  
CAROLINA**

Abbeville	Berkeley	Dorchester	Kershaw	Orangeburg
Aiken	Calhoun	Edgefield	Lancaster	Pickens
Allendale	Charleston	Fairfield	Laurens	Richland
Anderson	Cherokee	Florence	Lee	Saluda
Bamberg	Chester	Georgetown	Lexington	Spartanburg
Barrow	Chesterfield	Greenville	McCormick	Sumter
Beaufort	Clarendon	Greenwood	Marion	Union
	Colleton	Hampton	Marlboro	Williamsburg
	Darlington	Horry	Newberry	York
	Dillon	Jasper	Oconee	

**SOUTH  
DAKOTA**

Aurora	Clark	Gregory	Lawrence	Roberts
Beadle	Clay	Haakon	Lincoln	Sanborn
Bennett	Codington	Hamlin	Lyman	Shannon
Bon Homme	Corson	Hand	McCook	Spink
Brookings	Custer	Hanson	McPherson	Stanley
Brown	Davison	Harding	Marshall	Sully
Brule	Day	Hughes	Meade	Todd
Buffalo	Deuel	Hutchinson	Mellette	Tripp
Butte	Dewey	Hyde	Minnehaha	Turner
Campbell	Douglas	Jackson	Moody	Union
Charles Mix	Edmunds	Jerauld	Pennington	Walworth
	Fall River	Jones	Perkins	Washabaugh
	Faulk	Kingsbury	Potter	Yankton
	Grant	Lake		Ziebach

**TENNESSEE**

Anderson  
Bedford  
Benton  
Bledsoe  
Blount  
Bradley  
Campbell  
Cannon  
Carroll  
Carter  
Cheatham  
Chester  
Claiborne  
Clay  
Cocke  
Coffee  
Crockett  
Cumberland

Davidson  
Decatur  
DeKalb  
Dickson  
Dyer  
Fayette  
Fentress  
Franklin  
Gibson  
Giles  
Grainger  
Greene  
Grundy  
Hamblen  
Hamilton  
Hancock  
Hardeman  
Hardin  
Hawkins  
Haywood

Henderson  
Henry  
Hickman  
Houston  
Humphreys  
Jackson  
Jefferson  
Johnson  
Knox  
Lake  
Lauderdale  
Lawrence  
Lewis  
Lincoln  
Loudon  
McMinn  
McNairy  
Macon  
Madison

Marion  
Marshall  
Mauzy  
Meigs  
Monroe  
Montgomery  
Moore  
Morgan  
Obion  
Overton  
Perry  
Pickett  
Polk  
Putnam  
Rhea  
Roane  
Robertson  
Rutherford  
Scott

Sequatchie  
Sevier  
Shelby  
Smith  
Stewart  
Sullivan  
Sumner  
Tipton  
Trousdale  
Unicoi  
Union  
Van Buren  
Warren  
Washington  
Wayne  
Weakley  
White  
Williamson  
Wilson

**TEXAS**

Anderson  
Andrews  
Angelina  
Aransas  
Archer  
Armstrong  
Atascosa  
Austin  
Bailey  
Bandera  
Bastrop  
Baylor  
Bee  
Bell  
Bexar  
Blanco  
Borden  
Bosque  
Bowie  
Brazoria  
Brazos  
Brewster  
Briscoe  
Brooks  
Brown  
Burleson  
Burnet  
Caldwell  
Calhoun  
Callahan  
Cameron  
Camp  
Carson  
Cass  
Castro  
Chambers  
Cherokee  
Childress  
Clay  
Cochran  
Coke  
Coleman  
Collin  
Collingsworth  
Colorado  
Comal  
Comanche  
Concho  
Cooke  
Coryell

Cottle  
Crane  
Crockett  
Crosby  
Culberson  
Dallam  
Dallas  
Dawson  
Deaf Smith  
Delta  
Denton  
De Witt  
Dickens  
Dimmit  
Donley  
Duval  
Eastland  
Ector  
Edwards  
Ellis  
El Paso  
Erath  
Falls  
Fannin  
Fayette  
Fisher  
Floyd  
Foard  
Fort Bend  
Franklin  
Freestone  
Frio  
Gaines  
Galveston  
Garza  
Gillespie  
Glasscock  
Goliad  
Gonzales  
Gray  
Grayson  
Gregg  
Grimes  
Guadalupe  
Hale  
Hall  
Hamilton  
Hansford  
Hardeman  
Hardin  
Harris

Harrison  
Hartley  
Haskell  
Hays  
Hemphill  
Henderson  
Hidalgo  
Hill  
Hockley  
Hood  
Hopkins  
Houston  
Howard  
Hudspeth  
Hunt  
Hutchinson  
Irion  
Jack  
Jackson  
Jasper  
Jeff Davis  
Jefferson  
Jim Hogg  
Jim Wells  
Johnson  
Jones  
Karnes  
Kaufman  
Kendall  
Kenedy  
Kent  
Kerr  
Kimble  
King  
Kinney  
Kleberg  
Knox  
Lamar  
Lamb  
Lampasas  
La Salle  
Lavaca  
Lee  
Leon  
Liberty  
Limestone  
Lipscomb  
Live Oak  
Llano  
Loving  
Lubbock

Lynn  
McCulloch  
McLennan  
McMullen  
Madison  
Marion  
Martin  
Mason  
Matagorda  
Maverick  
Medina  
Menard  
Midland  
Milam  
Mills  
Mitchell  
Montague  
Montgomery  
Moore  
Morris  
Motley  
Nacogdoches  
Navarro  
Newton  
Nolan  
Nueces  
Ochiltree  
Oldham  
Orange  
Palo Pinto  
Panola  
Parker  
Parmer  
Pecos  
Polk  
Potter  
Presidio  
Rains  
Randall  
Reagan  
Real  
Red River  
Reeves  
Refugio  
Roberts  
Robertson  
Rockwall  
Runnels  
Rusk  
Sabine  
San Augustine

San Jacinto  
San Patricio  
San Saba  
Schleicher  
Scurry  
Shackelford  
Shelby  
Sherman  
Smith  
Somervell  
Starr  
Stephens  
Sterling  
Stonewall  
Sutton  
Swisher  
Tarrant  
Taylor  
Terrell  
Terry  
Throckmorton  
Titus  
Tom Green  
Travis  
Trinity  
Tyler  
Upshur  
Upton  
Uvalde  
Val Verde  
Van Zandt  
Victoria  
Walker  
Waller  
Ward  
Washington  
Webb  
Wharton  
Wheeler  
Wichita  
Wilbarger  
Willacy  
Williamson  
Wilson  
Winkler  
Wise  
Wood  
Yoakum  
Young  
Zapata  
Zavala

**UTAH**

Beaver  
Box Elder  
Cache  
Carbon  
Daggett

Davis  
Duchesne  
Emery  
Garfield  
Grand  
Iron

Juab  
Kane  
Millard  
Morgan  
Plute  
Rich

Salt Lake  
San Juan  
Sanpete  
Sevier  
Summit  
Tooele

Uintah  
Utah  
Wasatch  
Washington  
Wayne  
Weber

**VERMONT**

Addison  
Bennington

**VIRGINIA**

Accomack  
Albemarle  
Alleghany  
Amelia  
Amherst  
Appomattox  
Arlington  
Augusta  
Bath  
Bedford  
Bland  
Botetourt  
Brunswick  
Buchanan  
Buckingham  
Campbell  
Caroline  
Carroll

**VIRGIN ISLANDS**

(Municipalities)

**WASHINGTON**

Adams  
Asotin  
Benton  
Chelan  
Clallam  
Clark  
Columbia

**WEST VIRGINIA**

Barbour  
Berkeley  
Boone  
Braxton  
Brooke  
Cabell  
Calhoun  
Clay  
Doddridge  
Fayette

**WISCONSIN**

Adams  
Ashland  
Barron  
Bayfield  
Brown  
Buffalo  
Burnett  
Calumet  
Chippewa  
Clark  
Columbia  
Crawford  
Dane

**WYOMING**

Albany  
Big Horn  
Campbell

Caledonia  
Chittenden  
Essex

Charles City  
Charlotte  
Chesterfield  
Clarke  
Craig  
Culpeper  
Cumberland  
Dickenson  
Dinwiddie  
Essex  
Fairfax  
Fauquier  
Floyd  
Fiuwanna  
Franklin  
Frederick  
Giles  
Gloucester  
Goochland  
Grayson

St. Croix

Cowlitz  
Douglas  
Ferry  
Franklin  
Garfield  
Grant  
Grays Harbor  
Island  
Jefferson

Gilmer  
Grant  
Greenbrier  
Hampshire  
Hancock  
Hardy  
Harrison  
Jackson  
Jefferson  
Kanawha  
Lewis  
Lincoln

Dodge  
Door  
Douglas  
Dunn  
Eau Claire  
Florence  
Fond du Lac  
Forest  
Grant  
Green  
Green Lake  
Iowa  
Iron  
Jackson  
Jefferson

Carbon  
Converse  
Crook  
Fremont  
Goshen

Franklin  
Grand Isle  
Lamoille

Greene  
Greensville  
Halifax  
Hanover  
Henrico  
Henry  
Highland  
Isle of Wight  
James City  
King and Queen  
King George  
King William  
Lancaster  
Lee  
Loudoun  
Louisa  
Lunenburg  
Madison  
Mathews  
Mecklenburg

St. Thomas

King  
Kitsap  
Kittitas  
Klickitat  
Lewis  
Lincoln  
Mason  
Okanogan

Logan  
McDowell  
Marion  
Marshall  
Mason  
Mercer  
Mineral  
Mingo  
Monongalia  
Monroe  
Morgan

Juneau  
Kenosha  
Kewaunee  
La Crosse  
Lafayette  
Langlade  
Lincoln  
Manitowoc  
Marathon  
Marquette  
Menominee  
Milwaukee  
Monroe  
Oconto

Hot Springs  
Johnson  
Laramie  
Lincoln  
Natrona

Orange  
Orleans  
Rutland

Middlesex  
Montgomery  
Nansemond  
Nelson  
New Kent  
Northampton  
Northumberland  
Nottoway  
Orange  
Page  
Patrick  
Pittsylvania  
Powhatan  
Prince Edward  
Prince George  
Prince William  
Pulaski  
Rappahannock  
Richmond  
Roanoke

St. John

Pacific  
Pend Oreille  
Pierce  
San Juan  
Skagit  
Skamania  
Snohomish  
Spokane

Nicholas  
Ohio  
Pendleton  
Pleasants  
Pocahontas  
Preston  
Putnam  
Raleigh  
Randolph  
Ritchie  
Roane

Oneida  
Outagamie  
Ozaukee  
Pepin  
Pierce  
Polk  
Portage  
Price  
Racine  
Richland  
Rock  
Rusk  
St. Croix  
Sauk  
Sawyer

Niobrara  
Park  
Platte  
Sheridan  
Sublette

Washington  
Windham  
Windsor

Rockbridge  
Rockingham  
Russell  
Scott  
Shenandoah  
Smyth  
Southampton  
Spotsylvania  
Stafford  
Surrey  
Sussex  
Tazewell  
Warren  
Washington  
Westmoreland  
Wise  
Wythe  
York

Stevens  
Thurston  
Wahkiakum  
Walla Walla  
Whatcom  
Whitman  
Yakima

Summers  
Taylor  
Tucker  
Tyler  
Upshur  
Wayne  
Webster  
Wetzel  
Wirt  
Wood  
Wyoming

Shawano  
Sheboygan  
Taylor  
Trempealeau  
Vernon  
Vilas  
Walworth  
Washburn  
Washington  
Waukesha  
Waupaca  
Wausara  
Winnebago  
Wood

Sweetwater  
Teton  
Uinta  
Washakie  
Weston



## NOTES

## 20. PLANT AND INSECT NAMES

### PLANT NAMES AND ADJECTIVE FORMS

**20.1.** The following list of plant names, some of which vary in form from those given in Webster's Third International Dictionary, has been compiled with the cooperation of the Department of Agriculture. The name of the kinds of agricultural and vegetable crops are given in the "Rules and Regulations Under the Federal Seed Act."

**20.2.** In general, derivatives of proper names with acquired independent common meaning are not capitalized. (See rule 3.4, p. 23.) However, in plant names, if the capital letter is retained, either the hyphenated or the two-word form is used, depending on predominant usage. Such names as English ivy, Dutchmans-pipe, Cupids-dart, flower-of-Jove, and apple-of-Peru retain the capital letter. On the other hand, such names as Charlie, Jack, and Susan lose their capital letter in fanciful names; e.g., creeping-charlie, jack-in-a-box, and browneyedsusan.

**20.3.** The apostrophe is omitted in names with a possessive element; thus: babysbreath, Grays lily, devils-paintbrush, etc.

**20.4.** To indicate preferred usage, there are also included adjective forms, such as nightblooming, straightstem, three-color, two-wing, etc., not by themselves plant names.

**20.5.** Except as indicated in the list, plant names ending in *bane*, *bark*, *bean*, *berry*, *bine*, *brush*, *cup*, *fern*, *flower*, *grass*, *leaf*, *lily*, *nut*, *pea*, *plant*, *pod*, *root*, *seed*, *thorn*, *tree*, *vine*, *weed*, *wood*, and *wort* are printed solid, unless the preceding word is a proper name which retains its capitalized form. (See rule 20.2.) All such one-word forms were excluded from the list, along with two-word forms listed in Webster's Third.

Aarons-beard  
addersmouth  
adderstongue  
adzuki bean  
African-violet  
airpotato  
alfflaria  
alpencress  
Alpine-azalea  
Amazon-lily  
anatto-tree  
angel-trumpet  
antelope-brush  
Apache-plume  
apple-of-Peru  
Arab-primrose  
arar-tree  
atamasco lily  
Australian-pea  
autumn-crocus  
avalanche-lily  
awl-leaf

baby-blue-eyes  
babysbreath  
babytears  
baldhip  
baldrush  
ballmustard

balm-of-Gilead  
balsamapple  
balsam-of-Peru  
balsam-pear  
banana-shrub  
Barbados-cherry  
barestem  
barnyardgrass  
barrenground  
barren-strawberry  
bastardbox  
batteredock  
baycedar  
beak-rush  
bearcabbage  
bears-tail  
beavertail  
beebalm  
beefsteak-plant  
bee-sage  
beggarticks  
belladonna-lily  
bigcone-spruce  
bigfruit  
bigmoon  
bigstem  
bigtooth  
birdeye bean  
birdpepper  
birdseye

birdfoot  
birdsnest  
bishops-cap  
bishops-hood  
bittercress  
bittervetch  
blackbead  
blackberry-lily  
blackbox  
black-bryony  
blackbud  
black-cala bash  
black-eyed-susan  
blackfoot  
blackjoint  
blacklaurel  
black-mangrove  
blackpurple  
blackspot  
blackstem  
black-salsify  
bladder-senna  
blade-apple  
blazing-star  
bleedingheart  
blistercress  
bloodball  
bloodred  
bloodtwig  
bloodvein

blowwives  
bluebeard  
bluebell-creeper  
bluebells  
bluebunch  
bluecrown  
bluecurls  
bluedicks  
blue-eyed-grass  
blue-eyed-mary  
blueflag  
bluegreen  
bluelips  
bluestar  
bluestem  
bog-orchid  
bog-rosemary  
bonytip  
bouncing-bet  
bowbells  
bowstring-hemp  
brassbuttons  
Brazilian-cherry  
brickred  
bridal-veil  
bridalwreath  
Brisbane-box  
bristletooth  
bronzebells  
broom-crowberry

- broomrape  
 broomsedge  
 browneyed Susan  
 Browns (illy, etc.)  
 brownstain  
 brownstem  
 brush-cherry  
 brushtip  
 buck beard  
 buck wheat-tree  
 buffalobur  
 bullfist  
 bullfoot  
 bullhorn  
 bullnettle  
 bullthistle  
 bunny mouth  
 burclover  
 bur-marigold  
 bursage  
 bur-snakeroot  
 bushclover  
 bush-cranberry  
 bush-honeysuckle  
 bushmint  
 bushpepper  
 bushpoppy  
 bushersbroom  
 butterbough  
 butterfly-pea  
 buttonclover  
 button-snakeroot  
  
 cajuput-tree  
 calabash-tree  
 calaba-tree  
 California-laurel  
 California-nutmeg  
 California-poppy  
 camphor-tree  
 canarybalm  
 candlenut-tree  
 Canterbury-bells  
 canyon-poppy  
 cape-cowslip  
 cape-gooseberry  
 cape-honeysuckle  
 cape-jasmine  
 cape-marigold  
 cape-pondweed  
 cape-weddingflower  
 Carolina-jessamine  
 Carolina-vanilla  
 cassiabark-tree  
 cassiaflower-tree  
 castor-aralia  
 catchfly-gentian  
 catjang  
 catsear  
 catsfoot  
 cavenia  
 celandine-poppy  
 chainfern  
 chalice-vine  
 chaste-tree  
 checkermallow  
 cherryblossom  
 cherry-laurel  
 cherry-orange  
 cherrystone  
 chickpea  
 Childs (gladiolus, etc.)  
 Chile-ageratum  
 Chile-bells  
 Chile-guava  
 Chile-jasmine  
 Chile-nettle  
 Chiloë (strawberry, etc.)  
 China-aster  
 China-fir  
 China-laurel  
 Chinese-houses  
 Chinese-poppy  
 Christ-eye  
 Christ-thorn  
 Christmas-rose  
  
 cigarbox-cedar  
 cliffbrake  
 cliffrose  
 cloth-of-gold  
 cloven-lip  
 clubmoss  
 cluster-amaryllis  
 cobblersthumb  
 cocaine-tree  
 cockscomb-yam  
 cocks-eggs  
 cocoplum  
 conehead  
 confederate-jasmine  
 cootamundra  
 coppertip  
 coralbells  
 coralbloss  
 coraldrops  
 corkwing  
 corncockle  
 cornelian-cherry  
 corn-marigold  
 cornsalad  
 cotton-sedge  
 cottonthistle  
 Coventry-bells  
 cowcockle  
 cowparsley  
 cowparsnip  
 cowpea  
 cowslip  
 cowtongue  
 cow-tree  
 cove wheat  
 cradle-orchid  
 cranberry-gourd  
 cranesbill  
 crane-jasmine  
 crapemyrtle  
 crawfoot  
 creamcups  
 creamfruit  
 reamsacs  
 creeping-charlie  
 creeping-devil  
 creeping-jenny  
 Cretan-mullein  
 cricketbat  
 crimson-eye  
 crimson-flag  
 crowfoot  
 crownbeard  
 crowndaisy  
 crown-imperia  
 crown-vetch  
 crowpoison  
 crucifixion-thorn  
 crystal-tea  
 cucumber-root  
 culvers-physic  
 Cupids-dart  
 custard-apple  
 cutcollar  
 cypress-pine  
  
 dallisgrass  
 dames (rocket, etc.)  
 dammarpine  
 danielblood  
 darkeye  
 darling-plum  
 dateplum  
 dawnrose  
 dayglow  
 deadnettle  
 deathcamas  
 deerhair  
 deerstongue  
 deerveitch  
 desertbeauty  
 desertcandle  
 desertholly  
 desertprimrose  
 desert-willow  
 devilsclaw  
 devilsclub  
  
 devils-paintbrush  
 devils-pincushion  
 devils-shoestring  
 devilstongue  
 Diels (cotoneaster, etc.)  
 dimplecone  
 ditchfoot  
 ditch-snowflower  
 dogbrier  
 dogfenel  
 dogtail  
 doublefile  
 doubleflowering  
 doubleray  
 doubletooth  
 Douglas-fir  
 dovefoot  
 doveplum  
 dracena  
 dragonhead  
 duckpotato  
 duncecap  
 dusty-miller  
 Dutchmans-breeches  
 Dutchmans-pipe  
 dwarfdandelion  
  
 eardrops  
 earthball  
 earthstar  
 earthtongue  
 Easter-bells  
 Eca (rose, etc.)  
 edible-podded #pea  
 elephanthead  
 elkslip  
 epaulette-tree  
 eveningprimrose  
 evening-snow  
 evening-star  
 evergold  
 evergreen-grape  
 everlasting  
 eyebalm  
 eyebright  
  
 fairybells  
 feirywand  
 fall-daffodil  
 fall-dandelion  
 false-arborvitae  
 false-azalea  
 false-camomile  
 false-carrot  
 false-dragonhead  
 falseflax  
 false-hellebore  
 false-indigo  
 false-mastic  
 false-mesquite  
 false-olive  
 false-spirea  
 false-tamarix  
 false-yarrow  
 fanscale  
 farewell-to-spring  
 featherfleece  
 featherfoil  
 feather-hyacinth  
 featherpetal  
 feathertop  
 fernbrake  
 fernshaw  
 field #bean  
 fieldcress  
 fieldmadder  
 field #pea  
 figmarigold  
 finetooth  
 firemoss  
 firepink  
 fishhooks  
 fishpoison-tree  
 five-blade  
 five-coil  
 five-finger  
  
 five-stamen  
 flamboyant-tree  
 flamepoppy  
 flameray  
 floatingheart  
 floptop  
 Florida-boxwood  
 flowerfence  
 flowering-rush  
 flower-of-an-hour  
 flower-of-Jove  
 logfruit  
 forget-me-not  
 four-color  
 four-o'clock  
 four-stamen  
 four-wing  
 foxchop  
 foxfeet  
 foxglove  
 foxtailgrass  
 Franciscan-nightsshade  
 fringebell  
 fringe-orchid  
 frogfoot  
 fullers #teasel  
 fullmoon  
  
 gallwind  
 garambullo  
 garden #bean  
 garden #pea  
 gayfeather  
 gaywings  
 ghostpipe  
 giantfennel  
 giantgroundsel  
 gill-over-the-ground  
 gildedge  
 globe-amaranth  
 globe-cone  
 globedaisy  
 globemallow  
 globethistle  
 globe-tulip  
 glorybower  
 goatsbeard  
 goatsrue  
 goldband  
 goldbeard  
 goldblotch  
 goldstust  
 goldedge  
 golden-aster  
 goldenback  
 goldenball  
 goldenbeard  
 goldenbowl  
 goldenchain  
 golden-eyed-grass  
 goldenfleece  
 goldenfeather  
 goldenfleece  
 goldenglow  
 golden-larch  
 goldenlocks  
 goldenmoon  
 goldenpert  
 goldenplume  
 golden-rain-tree  
 goldenrod  
 goldenseal  
 golden-shower  
 goldenstar  
 goldentop  
 goldentuft  
 goldentwig  
 goldenwave  
 goldenyarrow  
 goldeye-grass  
 goldfields  
 goldhair  
 Goldie (fern, etc.)  
 goldmoss  
 goldspot  
 goldstripe  
 goldthread  
 goldtip



goldtwig  
goldvein  
good-King-Henry  
gooseberry-tree  
goosefoot  
goose-tongue  
grains-of-paradise  
grapehyacinth  
grass-pink  
grasswidow  
gravel-blind  
graybox  
Grays (lily, etc.)  
Greek-valerian  
green-ebony  
greenfire  
greenheart  
green-net  
greenscale  
greensides  
greenstem  
greenthread  
greentwig  
greenvein  
groundcedar  
groundcherry  
ground-ivy  
groundplum  
groundsmoke  
Guiana-chestnut  
gumbo-limbo  
gum-myrtle  
gumbright  
gutta-percha  
  
halfgrass  
hairyhead  
halfhigh  
halfmoon  
halfskirt  
hardbeam  
hard-iron  
hardshell  
harebell  
harebottle  
hares-ear-mustard  
haretail  
hartstongue  
hawksbeard  
healbite  
heartpetal  
hedgehog-coneflower  
hedgemustard  
hedgestraw  
heronbill  
Hicks (yew, etc.)  
Himalaya-berry  
Himalaya-honeysuckle  
Hinds (walnut, etc.)  
hoarycress  
hogpeanut  
hogsfennel  
hollowstem  
hollyaster  
hollygrape  
honeybell  
honeyblind  
honeybloom  
hopsage  
hornpoppy  
horsebalm  
horsechestnut  
horse-eye  
horsegentian  
horsemint  
horse-nettle  
horse-pipe  
horseradish  
horseradish-tree  
horsetail-tree  
houndstongue  
house-amaryllis  
houseleek  
hummingbird-trumpet  
hyacinth-bean  
hydrangea-vine

incense-cedar  
India-almond  
India-elm  
India-hawthorn  
India-mulberry  
Indian-flg  
Indian-physic  
Indian-pipe  
Indian-potato  
indiantobacco  
Indian-warrior  
Indian-wheat  
ivory-leaves  
ivy-arum  
ivybells  
ivy-gourd  
ivy-vine  
  
jaburan  
jackfrst  
jackfruit  
Jacobs-rod  
Jambolan-plum  
Jersey-tea  
Jerusalem-artichoke  
Jerusalem-cherry  
Jerusalem-oak  
Jerusalem-sage  
Jerusalem-thorn  
jobs-tears  
Joe-pye-weed  
jointfir  
jointvetch  
Josephs-coat  
Joshua-tree  
Judas-tree  
jungle-plum  
junglerice  
Jupiters-beard

kafircorn  
karanda  
Kartaba (iris, etc.)  
kasumi (cherry, etc.)  
katsura-tree  
kauri-pine  
kei-apple  
kidney bean  
kidneyvetch  
kittentails  
kohlrabi  
kolomikta  
kousa  
kudzu  
kwanso (daylily, etc.)  
kyushu (azalea, etc.)

Labrador-tea  
lacquer-tree  
ladies-tresses  
ladybell  
ladyslipper  
ladysmantle  
ladysthumb  
lambsquartars  
lap-love  
largetooth  
lavender-cotton  
leaf-flower  
lemon-verbena  
lignumvitae  
lilybasket  
lily-of-the-valley  
lions-ear  
little-pickles  
live-ever  
liveforever  
liver-balsam  
living-rock  
loblolly-bay  
loggerheads  
London-pride  
longbarb  
longcluster  
longlip

long-spine  
long-stalk  
Longs (grape, etc.)  
longtube  
lookingglass  
lovelman  
  
Madden-cherry  
Madeira-bay  
Magdalena mock  
orange, etc.)  
mahala-mats  
maidenhair-tree  
Malabar-nut  
Malabar-plum  
Malay-apple  
malu-creeper  
mame (cherry, etc.)  
mandacaru  
Mangles (everlasting, etc.)  
marestail  
Mardin (iris, etc.)  
Maries (fir, etc.)  
marshcress  
marsh-elder  
marshfide  
marshmallow  
Martens (selaginella, etc.)  
Mascarene (grass, etc.)  
matilija-poppy  
Matreed  
matrimonyvine  
mayapple  
maybloom  
maypear  
Mays (brake, etc.)  
meadowbeauty  
meadowfoam  
meadowwre  
mealy-mat  
Meiwa (kumquat, etc.)  
merrybells  
Mexican-buckeye  
Mexican-clover  
Mexican-orange  
Mexican-star  
mexicantea  
Michaelmas-daisy  
milkthistle  
milkvetch  
mistmaiden  
mlyama  
mock-cucumber  
mockstrawberry  
Molucca-balm  
momi  
monkeycomb  
monkeypuzzle  
monks-hood-vine  
monreale  
Moore (agapanthus, etc.)  
moose-tongue  
mornningglory  
moso  
mosquitotrap  
moss #rose  
moth #bean  
moth-orchid  
mountainash  
mountain-bluet  
mountain-dandelion  
mountainheath  
mountain-holly  
mountain-laurel  
mountain-lilac  
mountain-mint  
mouse-ear  
mousetail  
Moyes (rose, etc.)  
mudbank  
mullein  
mung #bean  
mundi-root

Mupin (cotoneaster, etc.)  
muskphlox  
myrtle-of-the-river

Narbonne (flax, etc.)  
narihira  
Natal-ebony  
navy #bean  
needleandthread  
needlerush  
netvein  
nightblooming  
nightjasmine  
nightphlox  
nimblewill  
ningala  
Nippon-bells  
nodfruit  
nose-smart

Oconee-bells  
oldman (fern etc.)  
one-spike  
orange-eye  
orange-jasmine  
orange-rose  
organpipe  
orobus  
otaksa  
owiclover  
oxeye-daisy

painted-cup  
palma #dulce  
paloblanco  
pansy-orchid  
paper-mulberry  
paradise-tree  
Parsons (arborvitae, etc.)  
partridgefoot  
pawpaw  
pear-hip  
pearfruit  
pearl-stripe  
peatpink  
pea-tree  
pennyrot  
pheasanteye  
pinebarren  
pinemat  
pinkbells  
pink-edge  
pinkscale  
pink-shell  
pinkshower  
pink-star  
pinkstem  
pinkstripe  
pinkwax  
pinpillow  
pinpoint  
pinxterbloom  
plumepoppy  
plum-pine  
poets (narcissus, etc.)  
pointvetch  
poison-hemlock  
poison-ivy  
poison-oak  
poison-sumac  
poisonvetch  
pond-apple  
pondcypress  
ponyfoot  
poor-robin's-plantain  
popglove  
poppy-mallow  
Portugal-laurel  
possumhaw  
Potts (tritonia, etc.)  
prairie-clover  
prairie-gentian  
prairie-mallow

prairie-smoke	roundlobe	skyblue	sweetvetch
pricklepoppy	roundtop	skydrop	sweetwater
prickly-thrift	runningpine	Smalls (penstemon, etc.)	sweet-william
pricktimber	Russian-olive	snakebeard	Syrian-privet
pride-of-Madeira	Russian-thistle	snakegourd	
primrose-willow		snakepine	tailgrape
princesfeather	sacred-lily	snap #bean	tangleall
princesplume	safron-plum	snowcloud	tansymustard
princess-pine	sagerose	snailclover	tansy-ragwort
puckneedle	St. Augustinegrass	snowgarland	tea-olive
purplebell	St. Bernards-lily	snowhill	Teas (catalpa, etc.)
purplecane	St. Brunos-lily	snowpoppy	teaselgourd
purplecone	St. James-lily	snow-wreath	tea-tree
purple-eye	St. Johns (coontie, etc.)	soapbloom	telegraphplant
purple-lady	St. Johnswort	Solomon-plume	Tennessee-indigo
purplenet	salad-rocket	Solomons-seal	tepany #bean
purple-spot	saltmarsh	sourclover	Texas-plume
purplestem	saltmeadow	southernplume	thickspike
purple-stripe	salt-tree	sowthistle	thintail
purplewreath	sandheath	Spanish-bayonet	thornapple
pussy-ears	sandmint	Spanish-dagger	thoroughgrowth
pussy-paws	sandmyrtle	Spanish-moss	threadstalk
pussytoes	sandreed	spanishneedles	three-coil
	sand verberna	spectacle-pod	three-color
quakerladies	sappan	speedwell	three-lobed
Queen-Annes-lace	sapsuck-bush	spider-orchid	three-seed
queen-of-the-night	satinpoppo	spikeheath	three-spine
Queensland-nut	saw-palmetto	spike-sedge	three-tip
quill-leaf	sawpetal	spine-date	throughgrow
	scarboro-lily	spinemallow	tickclover
rabbitear	scarlet-bugler	spongegourd	tick-trefoil
rabbitfoot	scarletfunnel	springbeauty	tidemarsh
rabbittail	scarletplume	spurgall	tigerfoot
raggedrobin	scorpion-senna	spurge-nettle	tigertail
ramshad	Scotch-broom	spurge-olive	tipu-tree
Rangoon-creeper	scouringrush	spur-valerian	tonka-bean
rattlesnake-plantain	scrowpine	squaw-apple	toringo
rattlesnake-root	scurf-pea	squawcarpet	towelgourd
redbead	sea-buckthorn	squawreelcorn	trailing-arbutus
redbox	seaholly	squirting-cucumber	travellers-joy
red-devil	seakale	star-apple	travelers-tree
redflesh	sea-lavender	starbur	treacle-mustard
redflowering	seamoss	star-gooseberry	treebeard
redhelmet	sea-onion	starjasmine	treehair
redmaids	seapalm	starthistle	treemallow
red-osier	sea-urchin	stiffstem	treepoppy
redpepper	seawife	stinging-nettle	tree-spirea
redrim	selfheal	stinkbell	tree-tomato
redscales	Seneca-snakeroot	stonebreak	true-dwarf (box)
redshanks	senna-pea	stonegall	tumblemustard
redshoot	sensitive-pea	stonemint	tung-oil tree
redspot	seven-lobed	straightstem	turbantop
redspray	seven-stars	strawberry-blite	turkeymullein
redspur	seven-year-apple	strawberry-tree	turkeysbeard
redstem	sharp-lobed	string #bean	Turks-cap
redtip	sharp-scale	sugar-apple	Turks-rug
redtwig	shell #bean	sugar #beet	turnip-chervil
red-white-and-blue-flower	shepherdspurse	sugarbird	twinbloom
Reeves (spirea, etc.)	shooting-star	sugar #pea	twist-arum
rice bean	shortbeak	sugar-root	twocolor
ricepaper-plant	shortcluster	summer-cypress	two-groove
Rivers (beech, etc.)	short-hair	summer-fir	two-row
rockbeauty	short-spine	summer-hyacinth	two-wing
rockbrake	shrub-althea	summersweet	
rockcress	sidebells	sunhemp	umbrella-pine
rockjasmine	side-oats	sunray	umbrella-sedge
rockmat	silk-oak	Surinam-cherry	umbrella-tree
rockpurslane	silk-tassel-bush	swampbay	undergreen
rockspray	silverbell	swampcandle	urd #bean
rosa-montana	silverdust	swamp-laurel	
rosarypea	silver-edge	swamp-pink	valley-mahogany
rose-acacia	silverline	swamp-privet	Vanhoutte (elm, etc.)
rosegay	silvermargin	swan-orchid	vegetable-oyster
rose-gentian	silvernerve	sweet-anise	Venus-button
rose-of-heaven	silverplume	sweetbay	vi-apple
rose-of-Jericho	silverpurple	sweet-calabash	vinespinach
rosepink	silverstar	sweetclover	virgins-bower
rose-ring	silvervein	sweetgale	
roundbud	singhara-nut	sweetpotato	wakerobin
round-eared	six-weeks	sweetshrub	walkingstick
roundheart	skunkcabbage	sweetspire	wallcress
		sweet-sultan	

wandering-Jew  
watercreeper  
water-elm  
waterhemlock  
waterhemp  
waterlemon  
waterlocust  
watermarigold  
waterparsnip  
waterpepper  
waterpoppy  
watershrub  
water-snowflake  
watersoldier  
waterstar  
waterwillow  
waxgourd  
wayfaring-tree  
weakleaf  
weavers-broom  
wedgescale  
Welsh-poppy

whisperingbells  
whitebud  
white-cedar  
white-edge  
white-eye  
white-ironwood  
whitemat  
white-sapote  
whitespike  
whitespot  
whitestem  
whitestripe  
wildcelery  
wildgoose  
wild-indigo  
wingstem  
winter-aconite  
wintercress  
winterfat  
winterhazel  
wintersweet  
wirelettuce

wirestem  
witchbells  
wolfail  
woodbetony  
wood-gossip  
woodland-star  
woodnymph  
woodrush  
Woods (rose, etc.)  
woodsorrel  
woodwaxen  
woollybutt  
woolyhead  
woolwitch  
woundwort  
  
yate-tree  
Yeddo-hawthorn  
yellowband  
yellowbeard  
yellowbell

yellow-cedar  
yellowcress  
yellow-edge  
yelloweye  
yellow-eyed-grass  
yellowflag  
yellowflax  
yellowfruit  
yellowheart  
yellownet  
yellow-oleander  
yellow-poplar  
yellow-rocket  
yellowspot  
yellowstripe  
yellowtip  
yellowvein  
yellow-vetch  
yerba-buena  
yerba-del-venado  
yerba-santa  
Youngs (cypress, etc.)

## AQUATIC WEEDS (ANNUAL AND PERENNIAL)

alligatorweed  
arrowarum  
arrowhead  
California  
coastal  
common  
delta  
dwarf  
azolla  
Atlantic  
Pacific  
  
bladderwort  
common  
floating  
leafy  
purple  
  
bluejoint  
bogbean, common  
bulrush  
American  
California  
green  
hardstem  
river  
roughseed  
softstem  
woolgrass  
  
burhead  
burreed  
giant  
greenfruit  
narrowleaf  
threesquare  
water  
  
cabomba  
cattail  
blue  
common  
narrowleaf  
southern  
  
chara  
cladophora  
coontail  
common  
prickly  
cordgrass  
big  
Florida  
saltmeadow  
smooth  
cutgrass  
giant  
rice  
southern

ducksalad (see also mud-  
plantain, waterstar-  
grass)  
duckweed  
common  
giant  
star  
  
egeria  
elodea (see also egeria)  
  
flatsedge (see also um-  
brellaplant)  
jointed  
redroot  
floatingfern  
frogbit  
  
goldenclub  
  
horsetail  
giant  
water  
hydrodictyon  
  
knotgrass  
  
lizardtail  
loosestrife  
purple  
swamp  
lotus, American  
  
maidencane  
mallow, seashore  
mannagrass, water  
marshmarigold  
marsilea (see pepper-  
wort)  
mudplantain (see also  
ducksalad, waterstar-  
grass)  
  
naiad  
holyleaf  
slender  
southern  
napiergrass  
nitella  
  
pergrass (see herbaceous  
weeds)  
parrotfeather (see also  
watermilfoil)  
paspalum, water  
pennwort, water  
pepperwort

pickerelweed  
pithophora  
pondweed  
American  
curlyleaf  
fineleaf  
flatleaf  
flatstem  
floating  
giant  
horned  
Illinois  
largeleaf  
leafy  
narrowleaf  
ribbonleaf  
Richardson  
sago  
small  
waterthread  
whitstem  
  
redroot  
redstem  
reed, common  
rosemallow  
swamp  
woolly  
rush  
Baltic  
brownhead  
needle  
shore  
soft  
  
saltgrass, seashore  
salvinia  
sawgrass, smooth  
sedge  
bull  
Nebraska  
rigput  
rough  
sugargrass  
water  
widefruit  
smartweed  
dotted  
marshpepper  
water  
spatterdock  
spikerush  
blunt  
creeping  
dwarf  
gulfoast  
slender  
squarestem

spirogyra  
sprangletop, bearded  
sweetflag  
  
toothcup  
torpedograss  
  
ulva  
umbrellaplant (see  
also flatsedge)  
smallflower  
tall  
  
vallisneria  
vaucheria  
  
waterbuttermcup  
white  
yellow  
waterchestnut  
watercress  
watergrass, southern  
waterhyacinth  
waterhyssop  
Carolina  
Eisen  
waterlettuce  
waterlily  
banana  
fragrant  
white  
watermeal  
watermilfoil  
watermilfoil (see also  
parrotfeather)  
broadleaf  
eurasian  
northern  
waterplantain  
common  
narrowleaf  
waterprimrose  
California  
creeping  
perennial  
winged  
waterpurslane  
watershield  
waterstargrass (see  
also ducksalad,  
mudplantain)  
waterstarwort  
waterwillow  
waterwort  
American  
small  
widgeongrass  
wildrice, annual



## WOODY PLANTS

- abutilon, hairy  
 acacia (see also guajillo, huisache, white-thorn)  
   blackbrush  
   catclaw  
 agarito  
 agave, Schott  
 albizzia, silktree  
 alder  
   American green  
   hazel  
   red  
   Sitka  
   speckled  
   white  
 allthorn  
 apple  
 arrowwood  
 ash  
   black  
   blue  
   Carolina  
   green  
   Oregon  
   pumpkin  
   velvet  
   white  
 aspen (see also cottonwood, poplar)  
   bigtooth  
   quaking  
 azalea (see also rhododendron)  
   piedmont  
   western  
  
 baccharis (see also coyotebrush, desert  
   broom, yerba-de-pasmo)  
   eastern  
   seepwillow  
   willow  
 baldcypress  
 barberry (see also mahonia, oregongrape)  
   American  
   Colorado  
   European  
   Japanese  
 basswood  
   American  
   white  
 bayberry, northern  
 bean, precatory  
 bearberry  
 beargrass  
 bearmat  
 beautyberry, American  
 beech, American  
 birch  
   gray  
   paper  
   river  
   sweet  
   water  
   yellow  
 bird-of-paradise  
 bitterbrush  
 blackberry (see also dewberry, raspberry, salmonberry, thimbleberry)  
   Allegheny  
   European  
   evergreen  
   Hawaiian  
   Himalaya  
   grapeleaf  
 blackbush  
 blackgum
- blackhaw, rusty (see also viburnum)  
 blueberry (see also huckleberry)  
   box  
   lowbush  
   ovalleaf  
 boxelder  
 broom  
   desert  
   French  
   Scotch  
   Spanish  
 buckbrush (see also snowberry)  
 buckeye  
   California  
   Ohio  
   painted  
   red  
   Texas  
   yellow  
 buckthorn  
   alder  
   California  
   Carolina  
   cascara  
   European  
   hollyleaf  
 buffaloberry  
   russet  
   silver  
 bumelia  
 buckthorn  
   gum  
 bur, Sacramento  
 burrobush  
 burroweed (see also goldenweed, jimmyweed)  
 bush, wait-a-minute (see wait-a-minute-bush)  
 butternut  
 buttonbush, common  
  
 camelthorn  
 canotia  
 canebush, smooth  
 catalpa  
   northern  
   southern  
 catsclaw  
 ceanothus (see also whitethorn)  
   bigpod  
   blueblossom  
   deerbrush  
   jimbrush  
   Lemmons  
   redstem  
   San Diego  
   snowbrush  
   spiny  
   squawcarpet  
   varnishleaf  
   wedgelaaf  
 cedar (see also redcedar, saltcedar)  
   incense  
   northern white  
   Port Orford  
 chamise, redshank  
 cherry (see also chokecherry)  
   bitter  
   black  
   pin  
   sour  
   sweet  
 chestnut, American  
 chinaberry
- chinquapin  
   Allegheny  
   California  
   golden  
   trailing  
 chokeberry  
   black  
   red  
 chokecherry (see also cherry)  
   black  
   common  
   western  
 cholla (see also pricklypear, tasajillo)  
   jumping  
   spiny  
   staghorn  
   walkingstick  
   christmas berry  
 cinquefoil, shrubby  
 clematis  
   Virginia  
   western  
 clerodendron, fragrant  
 coffeetree, Kentucky  
 colima  
 colubrina, Texas  
 condalia  
   bluewood  
   lotebush  
 copperweed  
 cottonwood (see also aspen, poplar)  
   black  
   eastern  
   Fremont  
   plains  
   Rio Grande  
   swamp  
 coyotebrush (see also baccharis)  
 coyotillo  
 crabapple  
   prairie  
   southern  
   sweet  
 cranberry  
   mountain  
   small  
 creeper, Virginia  
 creosotebush  
 crossvine  
 croton  
   fuzzy  
   striped  
   tawny  
 cucumbertree  
 currant (see also gooseberry)  
   American black  
   nutmeg  
   redflowered  
   Sierra  
   skunk  
   sticky  
   stink  
   swamp black  
   swamp red  
   trailing  
   wax  
   western black
- dangleberry  
 deerberry, common  
 devils-walkingstick  
 dewberry (see also raspberry)  
   northern  
   southern  
 dogwood  
   flowering  
   Pacific
- dogwood—con.  
   redosier  
   roughleaf  
   roundleaf  
   western  
  
 elbowbush  
 elder  
   American  
   blueberry  
   Pacific red  
 elephantfoot  
   false  
   Hawaiian  
 elm  
   American  
   cedar  
   Chinese  
   English  
   red  
   rock  
   Siberian  
   slippery  
   winged  
 ephedra  
   longleaf  
   Torrey  
 eugenia, boxleaf  
  
 fir  
   balsam  
   Douglas  
   Fraser  
   grand  
   subalpine  
   white  
 firebush  
 forestiera, New Mexican  
  
 gallberry  
 goldeneye, shrubby  
 goldenweed (see also burroweed, jimmyweed, turpentinebrush)  
   fleece  
   rabbitbrush  
 gooseberry (see also currant)  
   California  
   desert  
   fuchsia  
   hairystem  
   Hupa  
   Lobbs  
   Menzies  
   Missouri  
   mountain  
   northern  
   pasture  
   Sierra  
   Siskiyou  
   Tulare  
   whitestem  
 gorse  
 granjeno (see also hackberry)  
 grape  
   muscadine  
   mustang  
   oregon  
   riverbank  
   sand  
   summer  
 greasewood  
 greenbrier  
   cat  
   laurel  
   redbead  
   saw  
 greenweed, dyers  
 grevillea, Banks

- groundsel, threadleaf  
 guajillo (see also acacia)  
 guava, strawberry  
 guayacan  
  
 hackberry (see also granjeno, sugar-berry)  
 netleaf  
 western  
 hardhack (see also meadowsweet, spirea)  
 hawthorn  
 black  
 cockspur  
 fleshy  
 parsley  
 river  
 willow  
 hazel  
 American  
 beaked  
 California  
 hemlock  
 eastern  
 mountain  
 western  
 hersculesclub  
 hickory (see also pecan)  
 bitternut  
 black  
 mockernut  
 pignut  
 sand  
 scrub  
 shagbark  
 shellbark  
 swamp  
 water  
 holly (see also gallberry, yaupon)  
 American  
 Carolina  
 honeylocust  
 honeysuckle  
 bush  
 hairy  
 Japanese  
 morone  
 Tartarian  
 trumpet  
 hophornbeam, eastern  
 hoptree, common  
 hornbeam, American  
 horsebrush  
 littleleaf  
 spineless  
 huckleberry (see also blueberry)  
 tall red  
 tree  
 huisache (see also acacia, guajillo)  
 hydrangea  
 oakleaf  
 smooth  
  
 ivy  
 English  
 poison  
  
 jessamine  
 dayblooming  
 willowleaf  
 yellow  
 jimmyweed (see also burweed, golden-weed)  
 juniper (see also red-cedar)  
 alligator  
 Ashe  
 common  
 creeping
- juniper—con.  
 oneseed  
 redberry  
 Rocky Mountain  
 Utah  
 western  
  
 Kahili flower (see Banks grevillea)  
  
 lambkill (see sheep laurel)  
 lantana  
 larch, western (see also tamarack)  
 laurel  
 California  
 mountain  
 pale  
 sheep  
 leadtree  
 leatherleaf  
 leatherwood, Atlantic  
 lechuguilla  
 lilac, common  
 locust, black  
  
 Madeira vine (see vine, Madeira)  
 madrone, Pacific  
 magnolia (see also cucumbertree)  
 bigleaf  
 sweetbay  
 mahonia, red  
 mamillaria, purple  
 mangrove  
 American  
 black  
 manzanita (see also bearberry)  
 big  
 bigberry  
 Eastwood  
 greenleaf  
 hairy  
 hairy  
 Howell  
 pine  
 pinemat  
 pointleaf  
 whiteleaf  
 maple (see also box-elder)  
 bigleaf  
 Florida  
 mountain  
 Norway  
 red  
 silver  
 striped  
 sugar  
 vine  
 marabu  
 matrimonyvine  
 meadowsweet, narrow-leaf (see also hardhack, spirea)  
 melastoma, Banks  
 mescalbean  
 mesquite  
 honey  
 screwbean  
 velvet  
 western honey  
 montanoa  
 mountainmahogany  
 birchleaf  
 curlleaf  
 mountainash, American  
 mulberry (see also papermulberry)  
 black  
 red  
 white  
 nickers, yellow
- ninebark  
 nutmeg, California  
  
 oak  
 Arizona white  
 bear  
 bigleaf shin  
 black  
 blackjack  
 blue  
 bluejack  
 bur  
 California black  
 California live  
 California scrub  
 California white  
 canyon live  
 cherrybark  
 chestnut  
 chinquapin  
 dwarf chinquapin  
 Emory  
 Gambel  
 huckleberry  
 interior live  
 laurel  
 leather  
 live  
 Mexican blue  
 myrtle  
 northern pin  
 northern red  
 Oregon white  
 overcup  
 Pacific poison  
 pin  
 plateau  
 poison  
 post  
 sand live  
 sand post  
 sand shinnery  
 sandpaper  
 scarlet  
 shingle  
 shrub live  
 Shumard  
 silverleaf  
 southern red  
 Spanish  
 swamp chestnut  
 swamp white  
 turkey  
 Vasey shin  
 water  
 white  
 willow  
 oceanspray  
 oregongrape  
 osageorange  
  
 palmetto  
 cabbage  
 dwarf  
 saw  
 paloverde  
 blue  
 border  
 papermulberry  
 paulownia, royal  
 peashrub, Siberian  
 pecan  
 bitter (see also hickory)  
 peppertree  
 Brazil  
 California  
 peppervine  
 persimmon  
 eastern  
 Texas  
 pine  
 digger  
 eastern white  
 jack  
 Jeffrey  
 knobcone
- pine—con.  
 loblolly  
 lodgepole  
 longleaf  
 pinon  
 pitch  
 pond  
 ponderosa  
 red  
 sand  
 Scotch  
 shortleaf  
 slash  
 sugar  
 Virginia  
 western white  
 whitebark  
 pinyon (see pinon pine)  
 pitosporum  
 planertree  
 pluchea, Indian  
 plum  
 American  
 Canada  
 chickasaw  
 flatwoods  
 Java  
 sand  
 poplar (see also aspen, cottonwood)  
 balsam  
 Lombardy  
 white  
 pricklyash  
 pricklypear (see also cholla, tasajillo)  
 Engelmann  
 fragile  
 Lindheimer  
 mission  
 plains  
 spreading  
 privet, swamp  
 rabbitbrush  
 Douglas  
 Greene  
 greenplume  
 lanceleaf  
 Parry  
 rubber  
 small  
 southwest  
 raspberry  
 American red  
 black  
 red  
 whitebark  
 rattlebox, Drummond  
 redbay  
 redbud  
 eastern  
 Texas  
 western  
 redcedar (see also juniper)  
 eastern  
 southern  
 western  
 redwood  
 retama  
 rhododendron (see also azalea)  
 Canadian  
 Pacific  
 rosebay  
 rockspirea, bush  
 rose  
 Arkansas  
 baldhip  
 california  
 Cherokee  
 Macartney  
 multiflora  
 Nootka  
 sunshine  
 sweetbrier  
 Woods

roseapple	snowberry (see also	tamarack (see also larch)	wattle, black
rosemyle, downy	buckbrush)	tamarisk (see also salt-	waxmyrtle
rubbervine, Palay	common	cedar)	Pacific
	western	athel	southern
sacahuista, Texas	soapweed, small (see	French	whitebrush
sage	also yucca)	tanoak, scrub	whitehorn
black	sotol	tarbush	chaparral
Sonoma	Texas	tasajillo (see also cholla)	Chihuahua
white	Wheeler	tea, Labrador	mountain
whiteleaf	sourwood	tephrosia	willow
Sagebrush	spicebush, common	thimbleberry, western	Bebb
big	spirea (see also hard-	titi	black
black	hack, meadowsweet)	tobacco, tree	ditchbank
California	Douglas	tree-of-heaven	meadow
fringed	Japanese	treebire, ivy	Pacific
low	spruce	trema, Florida	peachleaf
sand	black	trumpet creeper	red
silver	blue	trumpetflower	sandbar
threatip	red	tuliptree	ward
satal	Sitka	tupelo	whiplash
salmonberry	white	swamp	white
saltbush, fourwing	sugarberry (see also gren-	water	yellow
saltcedar (see also	jeno, hackberry)	turpentinebrush	witchhazel
tamarisk)	sumac		common
sassafras	evergreen	vervain, nettleleaf	southern
seagrape	fragrant	virburnum (see also	
seepweed, alkali	laurel	blackhaw)	yaupon, deciduous (see
serviceberry	littleleaf	arrowwood	also gallberry, holly)
Allegheny	prairie	hobblebush	yerbasanta
downy	poison	mapleleaf	California
Pacific	shining	Rafinesque	narrowleaf
roundleaf	skunkbush	sweet	woolly
Saskatoon	smooth	vine, Maderia	yellowwood
thicket	staghorn		yerba-de-pasmo (see also
sesbania, purple	sugar	wahoo, eastern	baccharis)
shadscale	supplejack, Alabama	wait-a-minute-bush	yew
silk tassel	sweetfern	walnut (see also butter-	Florida
boxleaf	sweetgum	nut)	Pacific
Fremont	sycamore, American	black	yucca (see also soap-
tree		river	weed)
silverberry	tallowtree	waltheria, Florida	soaptree
			Torrey

## INSECT NAMES

**20.6.** The following list of insect names is taken from the list of names approved by the Entomological Society of America and serves as a guide to compounding for these specialized terms.

**20.7.** Except as indicated in the list, names ending in *bug*, *fly*, *hopper*, *roach*, and *worm* are set solid; names with a final element of *ant*, *aphid*, *beetle*, *borer*, *caterpillar*, *louse*, *maggot*, *midge*, *miner*, *mite*, *mosquito*, *moth*, *roller*, *scale*, *thrips*, *tick*, and *weevil* are set as two words.

abbreviated wireworm	American spider beetle	armyworm	balsam shootboring
achemon sphinx	Angoragoat biting weevil	artichoke plume moth	sawfly
acutangled fungus	Angoumois grain moth	ash borer	balsam twig aphid
beetle	angularwinged katydid	ashgray blister beetle	balsam woolly aphid
African mole cricket	apple-and-thorn	ash plant bug	bamboo powderpost
ailanthus webworm	skeletonizer	Asiatic garden beetle	beetle
alder bark beetle	apple aphid	Asiatic oak weevil	banana root borer
alder flea beetle	apple bark borer	Asiatic rice borer	banded alder borer
alder spittlebug	apple barkminer	asparagus beetle	banded cucumber beetle
alfalfa caterpillar	apple curculio	asparagus miner	banded greenhouse
alfalfa gall midge	apple flea weevil	aspen blotchminer	thrips
alfalfa leafcutter bee	apple fruitminer	aspen leaf beetle	banded hickory borer
alfalfa looper	apple fruit moth	aster leafhopper	banded sunflower moth
alfalfa plant bug	apple grain aphid	Australian cockroach	bandedwinged whitefly
alfalfa seed chalcid	apple leafhopper	Australianpine borer	banded wood snail
alfalfa snout beetle	appleleaf skeletonizer	Australian spider beetle	banded woollybear
alfalfa webworm	appleleaf trumpet miner	avocado brown mite	Banks grass mite
alfalfa weevil	apple maggot	avocado red mite	barley jointworm
alkali bee	apple mealybug	avocado whitefly	barberpole caterpillar
Allegheny mound ant	apple red bug	azalea bark scale	barnacle scale
Allegheny spruce beetle	apple rust mite	azalea lace bug	basswood lace bug
almond moth	apple seed chalcid	azalea leafminer	basswood leafminer
American aspen beetle	apple sucker	azalea whitefly	basswood leafroller
American black flour	apple twig beetle		bean aphid
beetle	apple twig borer	bagworm	bean leaf beetle
American cockroach	arborvitae leafminer	baldfaced hornet	bean leafroller
American dagger moth	arborvitae weevil	balsam fir sawfly	bean leafskateonizer
American dog tick	Argentine ant	balsam fir sawyer	bean stalk weevil
American grasshopper	argus tortoise beetle		bean thrips
American plum borer	army cutworm	balsam gall midge	bean weevil



- bed bug  
 beech blight aphid  
 beech scale  
 beet armyworm  
 beet leaf beetle  
 beet leafhopper  
 beet leafminer  
 beet webworm  
 bella moth  
 Bermudagrass mite  
 bertha armyworm  
 bidens borer  
 bigheaded ant  
 birch bark beetle  
 birch casebearer  
 birch leafminer  
 birch sawfly  
 birch skeletonizer  
 birch tubemaker  
 bird tick  
 black army cutworm  
 blackbellied clerid  
 black blister beetle  
 black blow fly  
 black carpenter ant  
 black carpet beetle  
 black cherry aphid  
 black cherry fruit fly  
 black citrus aphid  
 black cutworm  
 black elm bark weevil  
 blackfaced leafhopper  
 black fungus beetle  
 black grain stem sawfly  
 blackheaded ash sawfly  
 blackheaded fireworm  
 blackhorned pine borer  
 blackhorned tree cricket  
 black horse fly  
 black lady beetle  
 black larder beetle  
 blacklegged tick  
 blacklegged tortoise beetle  
 blackmargined aphid  
 black peach aphid  
 black pecan aphid  
 black pineleaf scale  
 black scale  
 black swallowtail  
 black thread scale  
 black turpentine beetle  
 black vine weevil  
 black widow spider  
 bloodsucking conenose  
 blueberry bud mite  
 blueberry case beetle  
 blueberry flea beetle  
 blueberry maggot  
 blueberry thrips  
 blueberry tip midge  
 blue cactus borer  
 bluegrass billbug  
 bluegrass webworm  
 blue horntail  
 bluntnosed cranberry leafhopper  
 body louse  
 boll weevil  
 bollworm  
 booklice  
 boxelder aphid  
 boxelder bug  
 boxelder leafroller  
 boxelder psyllid  
 boxelder twig borer  
 boxwood leafminer  
 boxwood psyllid  
 bramble leafhopper  
 bristly cutworm  
 bristly roseslug  
 broadbean weevil  
 broadhorned flour beetle  
 broad mite  
 broadnecked root borer  
 broadnosed grain weevil  
 broadwinged katydid  
 bromegrass seed midge  
 bronze apple-tree weevil  
 bronze birch borer  
 bronzed cutworm  
 bronze poplar borer  
 brownbanded cockroach  
 brown chicken louse  
 brown citrus aphid  
 brown cockroach  
 brown cotton leafworm  
 brown dog tick  
 brown flour mite  
 brown garden snail  
 brownheaded ash sawfly  
 brown house moth  
 brownlegged grain mite  
 brown mite  
 brown recluse spider  
 brown saltmarsh mosquito  
 brown soft scale  
 brown spider beetle  
 brown stink bug  
 browntail moth  
 brown wheat mite  
 Bruce spanworm  
 buck moth  
 buckthorn aphid  
 buffalograss webworm  
 buffalo treehopper  
 bulb mite  
 bulb scale mite  
 bumble flower beetle  
 bumelia fruit fly  
 burdock borer  
 cabbage aphid  
 cabbage curculio  
 cabbage looper  
 cabbage maggot  
 cabbage seedpod weevil  
 cabbage seedstalk curculio  
 cabbage webworm  
 cactus scale  
 cadelle  
 calico scale  
 California fivespined ips  
 California flatheaded borer  
 California harvester ant  
 California oakworm  
 California pearslug  
 California prionus  
 California red scale  
 California saltmarsh mosquito  
 California tortoiseshell  
 camellia scale  
 camphor scale  
 camphor thrips  
 caragana aphid  
 caragana blister beetle  
 caragana plant bug  
 Caribbean pod borer  
 carmine spider mite  
 carnation maggot  
 carnation tip maggot  
 Carolina grasshopper  
 Carolina mantid  
 carpenter bee  
 carpenterworm  
 carpet beetle  
 carpet moth  
 carrot beetle  
 carrot rust fly  
 carrot weevil  
 casemaking clothes moth  
 catalpa midge  
 catalpa sphinx  
 cat flea  
 cat follicle mite  
 cat louse  
 cattle biting louse  
 cattle follicle mite  
 cattle tail louse  
 cattle tick  
 Cayenne tick  
 ceanothus silk moth  
 cecropia moth  
 cedar-tree borer  
 celery leaflier  
 celery looper  
 cereal leaf beetle  
 chaff scale  
 chainspotted geometra  
 changa  
 charcoal beetle  
 cheese mite  
 cheese skipper  
 cherry casebearer  
 cherry fruit fly  
 cherry fruit sawfly  
 cherry fruitworm  
 cherry leaf beetle  
 cherry maggot  
 chestnut timberworm  
 chicken body louse  
 chicken head louse  
 chicken mite  
 chigoe  
 chinch bug  
 Chinese mantid  
 Chinese obscure scale  
 Chinese rose beetle  
 chrysanthemum aphid  
 chrysanthemum gall midge  
 chrysanthemum lace bug  
 chrysanthemum leafminer  
 chrysanthemum thrips  
 cicada killer  
 cigar casebearer  
 cigarette beetle  
 citricola scale  
 citrophilus mealybug  
 citrus blackfly  
 citrus bud mite  
 citrus flat mite  
 citrus mealybug  
 citrus red mite  
 citrus root weevil  
 citrus rust mite  
 citrus thrips  
 citrus whitefly  
 claybacked cutworm  
 claycolored billbug  
 clay colored leaf beetle  
 Clear Lake gnat  
 clearwinged grasshopper  
 clematis blister beetle  
 clouded plant bug  
 clouded sulphur  
 cloudywinged whitefly  
 clover aphid  
 clover cutworm  
 clover hayworm  
 clover head caterpillar  
 clover head weevil  
 clover leafhopper  
 clover leaf midge  
 clover leaf weevil  
 clover looper  
 clover mite  
 clover root borer  
 clover root curculio  
 clover seed chalcid  
 clover seed midge  
 clover seed weevil  
 clover stem borer  
 cluster fly  
 cochineal insect  
 cocklebur weevil  
 coconut leafroller  
 coconut mealybug  
 coconut scale  
 codling moth  
 coffee bean weevil  
 Colorado potato beetle  
 Columbia Basin wireworm  
 Columbian timber beetle  
 columbine borer  
 columbine leafminer  
 common cattle grub  
 common malaria mosquito  
 composite thrips  
 Comstock mealybug  
 conchuela  
 confused flour beetle  
 convergent lady beetle  
 Cooley spruce gall aphid  
 corn blotch leafminer  
 corn earworm  
 cornfield ant  
 corn flea beetle  
 corn leaf aphid  
 corn planthopper  
 corn root aphid  
 corn root webworm  
 corn sap beetle  
 corn silk beetle  
 cosmopolitan grain psocid  
 cotton aphid  
 cotton blister mite  
 cotton fleahopper  
 cotton lace bug  
 cotton leafminer  
 cotton leafperforator  
 cotton leafworm  
 cotton square borer  
 cotton stainer  
 cotton stem moth  
 cottonwood borer  
 cottonwood dagger moth  
 cottonwood leaf beetle  
 cottonwood twig borer  
 cottonyeshion scale  
 cottony maple scale  
 cottony peach scale  
 coulee cricket  
 cowpea aphid  
 cowpea curculio  
 cowpea weevil  
 crabhole mosquito  
 crab louse  
 cranberry fruitworm  
 cranberry girdler  
 cranberry rootworm  
 cranberry spanworm  
 cranberry weevil  
 crapemyrtle aphid  
 crazy ant  
 crescentmarked lily aphid  
 crinkled flannel moth  
 crossstriped cabbage-worm  
 Cuban cockroach  
 Cuban laurel thrips  
 cucurbit midge  
 curled rose sawfly  
 currant aphid  
 currant borer  
 currant bud mite  
 currant fruit fly  
 currant fruit weevil  
 currant spanworm  
 currant stem girdler  
 cyclamen mite  
 cynthia moth  
 dark mealworm  
 darksided cutworm  
 datebug  
 deodar weevil  
 depulming mite  
 depressed flour beetle  
 desert corn flea beetle  
 desert spider mite  
 devastating grasshopper  
 diamondback moth  
 diamondbacked spittlebug  
 dictyospermum scale

- differential grasshopper  
 dingy cutworm  
 dobsonfly  
 dock sawfly  
 dodder gall weevil  
 dog biting louse  
 dog flea  
 dog follicle mite  
 dog sucking louse  
 dogwood borer  
 dogwood clubgall midge  
 dogwood scale  
 dogwood spittlebug  
 dogwood twig borer  
 Douglas fir beetle  
 Douglas fir cone moth  
 Douglas fir engraver  
 Douglas fir pitch moth  
 Douglas fir tussock moth  
 Douglas fir twig weevil  
 driedfruit beetle  
 driedfruit mite  
 driedfruit moth  
 drone fly  
 drugstore beetle  
 dryberry mite  
 dryland wireworm  
 dusky birch sawfly  
 dusky sap beetle  
 dusky stink bug
- ear tick  
 eastern blackheaded budworm  
 eastern field wireworm  
 eastern hercules beetle  
 eastern larch beetle  
 eastern lubber grasshopper  
 eastern pineshoot borer  
 eastern raspberry fruitworm  
 eastern spruce gall aphid  
 eastern subterranean termite  
 eastern tent caterpillar  
 eggplant flea beetle  
 eggplant lace bug  
 eggplant leafminer  
 Egyptian alfalfa weevil  
 eightspotted forester  
 elder shoot borer  
 elm borer  
 elm calligrapha  
 elm casebearer  
 elm cockscomb gall aphid  
 elm flea beetle  
 elm lace bug  
 elm leaf aphid  
 elm leaf beetle  
 elm leafminer  
 elm sawfly  
 elm scurfy scale  
 elm spanworm  
 elm sphinx  
 elongate flea beetle  
 Engelmann spruce weevil  
 English grain aphid  
 ermine moth  
 euonymus scale  
 eupatorium gall fly  
 European alder leafminer  
 European apple sawfly  
 European chafer  
 European chicken flea  
 European corn borer  
 European crane fly  
 European earwig  
 European elm scale  
 European fruit lecanium  
 European fruit scale  
 European grain moth  
 European honeysuckle leafroller  
 European mantid
- European peach scale  
 European pine sawfly  
 European pine shoot moth  
 European red mite  
 European spruce beetle  
 European spruce sawfly  
 European wheat stem sawfly  
 eyed click beetle  
 eyespotted bud moth  
 face fly  
 fall armyworm  
 fall cankerworm  
 fall webworm  
 false celery leaf tier  
 false chinch bug  
 false hemlock looper  
 false potato beetle  
 false stable fly  
 fern scale  
 field crickets  
 fiery hunter  
 fig mite  
 fig scale  
 fig wasp  
 filament bearer  
 filbert aphid  
 filbert bud mite  
 filbert weevil  
 filbertworm  
 fir cone looper  
 fire ant  
 firebrat  
 fir engraver  
 fir seed moth  
 fir tree borer  
 flat grain beetle  
 flatheaded apple tree borer  
 flatheaded cone borer  
 flatheaded fir borer  
 flax bollworm  
 Fletcher scale  
 floodwater mosquito  
 Florida carpenter ant  
 Florida fern caterpillar  
 Florida harvester ant  
 Florida red scale  
 Florida wax scale  
 flower thrips  
 fluff louse  
 follicle mite  
 forage looper  
 Forbes scale  
 foreign grain beetle  
 forest tent caterpillar  
 forktailed bush katydid  
 Formosan subterranean termite  
 fourlined plant bug  
 fourspotted spider mite  
 fourspotted tree cricket  
 fowl tick  
 foxglove aphid  
 fruit fly  
 fruit tree leafroller  
 Fuller rose beetle  
 furniture beetle  
 furniture carpet beetle
- gallmaking maple borer  
 garden flea hopper  
 garden springtail  
 garden symphytan  
 garden webworm  
 genista caterpillar  
 German cockroach  
 giant bark aphid  
 giant hornet  
 giant stag beetle  
 giant water bug  
 gladiolus thrips  
 glassy cutworm  
 globe scale  
 globular spider beetle  
 gloomy scale  
 Glover scale
- goat biting louse  
 goat follicle mite  
 goat sucking louse  
 golden buprestid  
 goldeneye lacewing  
 goldenglow aphid  
 golden oak scale  
 golden spider beetle  
 golden tortoise beetle  
 gooseberry fruitworm  
 gooseberry witchbroom aphid  
 goose body louse  
 gophertortoise tick  
 grain mite  
 grain rust mite  
 grain thrips  
 granary weevil  
 granulate cutworm  
 grape berry moth  
 grape blossom midge  
 grape cane gallmaker  
 grape colaspis  
 grape curculio  
 grape erineum mite  
 grape flea beetle  
 grape leaf folder  
 grapeleaf skeletonizer  
 grape mealybug  
 grape phylloxera  
 grape plume moth  
 grape root borer  
 grape rootworm  
 grape sawfly  
 grape scale  
 grape seed chalcid  
 grape trunk borer  
 grapevine aphid  
 grapevine looper  
 grape whitefly  
 grasshopper bee fly  
 grasshopper maggot  
 grass sawfly  
 grass sheath miner  
 grass thrips  
 graybanded leafroller  
 gray field slug  
 gray garden slug  
 gray sugarcane mealybug  
 gray willow leaf beetle  
 great ash sphinx  
 Great Basin wireworm  
 greater wax moth  
 greedy scale  
 green budworm  
 greenbug  
 green cloverworm  
 green fruit worm  
 greenheaded spruce sawfly  
 greenhouse leaf tier  
 greenhouse orthozia  
 greenhouse slug  
 greenhouse thrips  
 greenhouse whitefly  
 green June beetle  
 green peach aphid  
 green rose chafer  
 green scale  
 green shield scale  
 green spruce aphid  
 green stink bug  
 greenstriped grasshopper  
 greenstriped mapleworm  
 gregarious oak leafminer  
 grocer's itch mite  
 ground mealybug  
 guinea feather louse  
 Gulf Coast tick  
 Gulf wireworm  
 gypsy moth
- hackberry nipple gall maker  
 hag moth  
 hairy chinch bug  
 hairy fungus beetle  
 hairy spider beetle  
 Hall scale  
 hard maple bud miner  
 harlequin bug  
 Hawaiian beetle webworm  
 hawthorn lace bug  
 hazelnut weevil  
 head louse  
 heath spittlebug  
 hellgrammite  
 hemispherical scale  
 hemlock borer  
 hemlock looper  
 hemlock sawfly  
 hemlock scale  
 Hessian fly  
 hickory bark beetle  
 hickory horned devil  
 hickory leafroller  
 hickory plant bug  
 hickory shuckworm  
 hickory tussock moth  
 hide beetle  
 High Plains grasshopper  
 hog follicle mite  
 hog louse  
 hollyhock plant bug  
 hollyhock weevil  
 holly leafminer  
 holly scale  
 honey bee  
 honeysuckle sawfly  
 hop aphid  
 hop flea beetle  
 hop looper  
 hop plant bug  
 horned passalus  
 horned squash bug  
 hornet moth  
 horn fly  
 horse biting louse  
 horse bot fly  
 horse follicle mite  
 horseradish flea beetle  
 horse sucking louse  
 house centipede  
 house cricket  
 house fly  
 house mouse mite  
 human flea
- imbricated snout beetle  
 imperial moth  
 imported cabbage worm  
 imported currant worm  
 imported fire ant  
 imported willow leaf beetle  
 incense cedar wasp  
 Indian meal moth  
 introduced pine sawfly  
 io moth  
 iris borer  
 iris thrips  
 iris weevil  
 Italian pear scale  
 itch mite  
 ivy aphid
- jack pine budworm  
 jack pine sawfly  
 Japanese beetle  
 Japanese broadwinged katydid  
 Jeffrey pine beetle  
 Jerusalem cricket  
 juniper scale  
 juniper tip midge  
 juniper webworm
- khapra beetle  
 koa seedworm



- lantana gall fly  
lantana lace bug  
lantana leafminer  
lantana plume moth  
lantana seed fly  
lappet moth  
larch aphid  
larch casebearer  
larch sawfly  
larder beetle  
large aspen tortrix  
large chestnut weevil  
large chicken louse  
large duck louse  
large milkweed bug  
large turkey louse  
larger black flour beetle  
larger canna leafroller  
larger elm leaf beetle  
larger grain borer  
larger pale booklouse  
larger shothole borer  
larger yellow ant  
larkspur leafminer  
latrine fly  
lawn armyworm  
leadcable borer  
leaf crumpler  
leaffooted bug  
leopard moth  
lespedeza webworm  
lesser appleworm  
lesser bud moth  
lesser bulb fly  
lesser canna leafroller  
lesser clover leaf weevil  
lesser cornstalk borer  
lesser grain borer  
lesser mealworm  
lesser peachtree borer  
lesser wax moth  
lettuce root aphid  
lilac borer  
lilac leafminer  
lily bulb thrips  
lily weevil  
limabean pod borer  
limabean vine borer  
linden borer  
linden looper  
lined click beetle  
lined spittlebug  
lined stalk borer  
lion beetle  
little black ant  
little carpenterworm  
little fire ant  
little house fly  
locust borer  
locust leafminer  
locust leafroller  
locust twig borer  
lodgepole cone beetle  
lodgepole needleminer  
lodgepole pine beetle  
lodgepole sawfly  
lodgepole terminal weevil  
lone star tick  
longheaded flour beetle  
longnosed cattle louse  
longtailed mealybug  
lubber grasshopper  
luna moth
- Madeira cockroach  
magnolia scale  
maize billbug  
maize weevil  
mango weevil  
maple bladder gall mite  
maple callus borer  
maple leafcutter  
maple petiole borer  
maple trumpet skeletonizer  
margined blister beetle  
masked hunter  
McDaniel spider mite
- meadow plant bug  
meadow spittlebug  
meal moth  
mealy plum aphid  
Mediterranean flour moth  
Mediterranean fruit fly  
melon aphid  
melon fly  
melonworm  
merchant grain beetle  
Mexican bean beetle  
Mexican fruit fly  
Mexican leafroller  
Mexican mealybug  
Mexican pine beetle  
migratory grasshopper  
mimosa webworm  
mining scale  
mold mite  
monarch butterfly  
Monterey pine cone beetle  
Monterey pine resin midge  
Monterey pine weevil  
Mormon cricket  
mornningglory leafminer  
mossyrose gall wasp  
mottled tortoise beetle  
mountain ash sawfly  
mountain leafhopper  
mountain pine beetle  
mourningcloak butterfly  
mulberry whitefly  
mullein thrips
- Nantucket pine tip moth  
narcissus bulb fly  
narrownecked grain beetle  
narrowwinged mantid  
native elm bark beetle  
native holly leafminer  
navel orangeworm  
negro bug  
Nevada sage grasshopper  
New Guinea sugarcane weevil  
newhouse borer  
New York weevil  
northeastern sawyer  
northern cattle grub  
northern corn rootworm  
northern fowl mite  
northern house mosquito  
northern masked chafer  
northern mole cricket  
northern pine weevil  
northern pitch twig moth  
northern rat flea  
northwest coast mosquito  
Norway maple aphid  
nose bot fly  
nutgrass armyworm  
Nuttall blister beetle
- oak lace bug  
oak leaftier  
oak lecanium  
oak sapling borer  
oak skeletonizer  
oak timberworm  
oak webworm  
obliquebanded leafroller  
obscure root weevil  
obscure scale  
odd beetle  
odorless house ant  
oldhouse borer  
oleander scale  
olive fruit fly  
olive scale
- omnivorous leaftier  
omnivorous looper  
onespot stink bug  
onion bulb fly  
onion maggot  
onion plant bug  
onion thrips  
orangedog  
orangehumped mapleworm  
orange-striped oakworm  
orange tortrix  
orchidfly  
Oregon fir sawyer  
Oregon wireworm  
oriental beetle  
oriental cockroach  
oriental fruit fly  
oriental fruit moth  
oriental house fly  
oriental moth  
oriental rat flea  
oval guineapig louse  
oystershell scale
- Pacific beetle cockroach  
Pacific Coast tick  
Pacific Coast wireworm  
Pacific dampwood termite  
Pacific flatheaded borer  
Pacific spider mite  
Pacific tent caterpillar  
Pacific willow leaf beetle  
Packard grasshopper  
painted beauty  
painted hickory borer  
painted lady  
painted leafhopper  
painted maple aphid  
pale juniper webworm  
palesided cutworm  
palestriped flea beetle  
pales weevil  
pale tussock moth  
pale western cutworm  
palmerworm  
palm leaf skeletonizer  
pandora moth  
papaya fruit fly  
parasitic grain wasp  
parlatoria date scale  
parsleyworm  
parsnip webworm  
pavement ant  
pea aphid  
peach bark beetle  
peach silver mite  
peachtree borer  
peach twig borer  
pea leafminer  
pea leaf weevil  
pea moth  
pea weevil  
pearleaf blister mite  
pear midge  
pear plant bug  
pear psylla  
pear rust mite  
pearslug  
pear thrips  
pecan bud moth  
pecan carpenterworm  
pecan cigar casebearer  
pecan leaf casebearer  
pecan leaf phylloxera  
pecan leafroll mite  
pecan nut casebearer  
pecan phylloxera  
pecan spittlebug  
pecan weevil  
pepper-and-salt moth  
peppergrass beetle  
pepper maggot  
pepper weevil  
periodical cicada  
persimmon borer
- persimmon psylla  
phantom hemlock looper  
Pharaoh ant  
phlox plant bug  
pickleworm  
pigeon fly  
pigeon tremex  
pineapple mealybug  
pineapple scale  
pineapple weevil  
pine bark aphid  
pine bud mite  
pine butterfly  
pine chafer  
pine colaspis  
pine engraver  
pine false webworm  
pine gall weevil  
pine leaf chermid  
pine needleminer  
pine needle scale  
pine needle sheathminer  
pine root collar weevil  
pine spittlebug  
pine tortoise scale  
pine tube moth  
pine tussock moth  
pine webworm  
pink bollworm  
pink scavenger caterpillar  
pinkstriped oakworm  
pink sugarcane mealybug  
pinon cone beetle  
pipevine swallowtail  
pistol casebearer  
pitchheating weevil  
pitcherplant mosquito  
pitch mass borer  
pitch pine tip moth  
pitch twig moth  
plains false wireworm  
plaster beetle  
plum curculio  
plum gouger  
plum leafhopper  
plum rust mite  
plum webspinning sawfly  
polyphemus moth  
ponderosa pine bark borer  
ponderosa-pine cone beetle  
poplar-and-willow borer  
poplar borer  
poplar leaf-folding sawfly  
poplar petiolegall aphid  
poplar tentmaker  
poplar twig-gall aphid  
poplar vagabond aphid  
potato aphid  
potato flea beetle  
potato leafhopper  
potato psyllid  
potato scab gnat  
potato stalk borer  
potato stem borer  
potato tuberworm  
poultry bug  
prairie flea beetle  
prairie grain wireworm  
privet aphid  
privet leafminer  
privet mite  
privet thrips  
Promethes moth  
prune leafhopper  
Puget Sound wireworm  
purplebacked cabbage-worm  
purple scale  
pursespotted lily aphid  
puss caterpillar  
Putnam scale



pyramid ant  
pyriform scale

quince curculio  
quince treehopper

rabbit louse  
rabbit tick  
ragweed borer  
ragweed plant bug  
rain beetles  
raisin moth  
range caterpillar  
range crane fly  
rapid plant bug  
raspberry bud moth  
raspberry cane borer  
raspberry cane maggot  
raspberry crown borer  
raspberry leafroller  
raspberry sawfly  
red admiral

redbacked cutworm  
redbanded leafroller  
redbanded thrips  
redberry mite  
redbud leafroller  
red carpenter ant  
red clover seed weevil  
red date scale

red elm bark weevil  
red flour beetle  
red grasshopper mite  
red harvester ant  
redheaded ash borer  
redheaded pine sawfly  
redhumped caterpillar  
redlegged flea beetle  
redlegged grasshopper  
redlegged ham beetle  
red milkweed beetle  
rednecked cane borer  
rednecked peanutworm

red oak borer  
red pine cone beetle  
red pine sawfly  
red pine scale  
redshouldered ham  
beetle

red turnip beetle  
red turpentine beetle  
red wax scale  
regal moth  
relapsingfever tick  
resplendent shield  
bearer

reticulate mite  
rhinoceros beetle  
Rhodesgrass scale  
rhododendron borer  
rhododendron lace bug  
rhododendron whitefly  
rhubarb curculio

rice delphacid  
rice stalk borer  
rice stink bug  
rice water weevil  
rice weevil  
ridgewinged fungus  
beetle

ringlegged earwig  
Rocky Mountain grass-  
hopper

Rocky Mountain wood  
tick

rose aphid  
rose chafer  
rose curculio  
rose leaf beetle  
rose leafhopper  
rose midge  
roseroot gall wasp  
rose scale  
roseslug

rose stem girdler  
rosy apple aphid  
rotund tick  
roughskinned cutworm  
roundheaded appletree  
borer

roundheaded cone borer  
roundheaded fir borer  
roundheaded pine beetle  
rustic borer  
rusty grain beetle  
rusty plum aphid  
rusty tussock moth

saddleback caterpillar  
saddled leafhopper  
saddled prominent  
sagebrush defoliator  
saltmarsh caterpillar  
saltmarsh mosquito  
sandcherry weevil  
sand wireworm  
San Jose scale  
sapwood timberworm  
Saratoga spittlebug  
saskatoon borer  
satin moth  
sawtoothed grain beetle

Say blister beetle  
Say stink bug  
scab mite

scaly grain mite  
scalyleg mite  
Schoene spider mite  
screwworm  
sculptured pine borer  
scurfy scale

secondary screwworm  
seedcorn beetle  
seedcorn maggot  
sequoia pitch moth

serpentine leafminer  
shaft louse  
shallot aphid  
sheep biting louse  
sheep bot fly  
sheep follicle mite

sheep ked  
sheep scab mite  
shortnosed cattle louse  
shothole borer

Sigmoid fungus beetle  
silkworm  
silky ant  
silky cane weevil

silverfish  
silverspotted skipper  
silverspotted tiger moth

sinuate peartree borer  
Sitka spruce weevil  
sixspotted mite

slash pine sawfly  
slash pine seedworm  
slender duck louse  
slender goose louse

slender guinea louse  
slender guineapig louse  
slenderhorned flour  
beetle

slender pigeon louse  
slender seedcorn beetle  
slender turkey louse  
small chestnut weevil

smaller European elm  
bark beetle  
smalleyed flour beetle

smaller yellow ant  
small milkweed bug  
small pigeon louse

smartweed borer  
smeared dagger moth  
smokybrown cockroach

smut beetle  
snowball aphid  
snowy tree cricket

solitary oak leafminer  
Sonoran tent  
caterpillar

sorghum midge  
sorghum webworm  
southern armyworm

southern beet web-  
worm  
southern buffalo gnat

southern cabbage-  
worm

southern cattle tick  
southern chinch bug  
southern corn rootworm  
southern cornstalk  
borer

southern fire ant  
southern garden  
leafhopper

southern green stink  
bug  
southern house  
mosquito

southern lyctus beetle  
southern masked  
chafer

southern mole cricket  
southern pine beetle  
southern pine root  
weevil

southern pine sawyer  
southern potato  
wireworm

southern red mite  
southwestern corn  
borer

southwestern hercules  
beetle  
southwestern tent  
caterpillar

soybean looper  
Spanishfly  
spicebush swallowtail

spinach flea beetle  
spinach leafminer  
spined rat louse

spined soldier bug  
spiny oakworm  
spirea aphid

spotted alfalfa aphid  
spotted asparagus  
beetle

spotted beet  
webworm  
spotted blister beetle

spotted cucumber  
beetle  
spotted cutworm

spotted garden slug  
spotted hairy fungus  
beetle

spotted Mediter-  
ranean cockroach  
spotted pine sawyer

spotted tussock moth  
spottedwinged antlion  
spring cankerworm

spring aphid  
spruce beetle  
spruce bud midge

spruce bud moth  
spruce bud scale  
spruce budworm

spruce coneworm  
spruce mealybug  
spruce needleminer

spruce seed moth  
spruce spider mite  
squarenecked grain  
beetle

squarenosed fungus  
beetle  
squash beetle

squash bug  
squash vine borer  
stable fly

stalk borer  
steelblue lady beetle  
sticktight flea

stinging rose caterpillar  
stink beetle  
stored nut moth

strawberry aphid  
strawberry crown  
borer

strawberry crown-  
miner  
strawberry crown  
moth

strawberry leafroller  
strawberry root aphid

strawberry root aphid

strawberry root aphid

strawberry root weevil  
strawberry rootworm  
strawberry spider mite  
strawberry weevil

strawberry whitefly  
straw itch mite  
striped alder sawfly

striped ambrosia  
beetle  
striped blister beetle

striped cucumber  
beetle  
striped cutworm

striped flea beetle  
striped garden cater-  
pillar

striped horse fly  
striped mealybug  
subulina snail

suckfly  
sugarbeet crown borer  
sugarbeet root aphid

sugarbeet root maggot  
sugarbeet wireworm  
sugarcane beetle

sugarcane borer  
sugarcane bud moth  
sugarcane leafhopper

sugarcane leafroller  
sugarcane thrips  
sugar maple borer

sugar pine cone beetle  
sunflower beetle  
sunflower maggot

sunflower moth  
sunflower seed midge  
sunflower spittlebug

superb plant bug  
Surinam cockroach  
Swaine jack pine sawfly

swallow bug  
sweetclover aphid  
sweetclover root borer

sweetclover weevil  
sweetpotato flea beetle  
sweetpotato hornworm

sweetpotato leaf beetle  
sweetpotato leafminer  
sweetpotato leafroller

sweetpotato vine borer  
sweetpotato weevil  
sweetpotato whitefly

sycamore lace bug  
sycamore tussock moth

Tahitian coconut weevil  
tarnished plant bug  
tawny garden slug

tea scale  
tenlined June beetle  
terrapiin scale

Texas citrus mite  
Texas leafcutting ant  
thief ant

thirtenspotted lady  
beetle  
thistle aphid

threebanded leafhopper  
threecornered alfalfa  
hopper

threelined leafroller  
threelined potato beetle  
threespotted flea beetle

threestriped blister  
beetle  
throat bot fly

thurberia weevil  
tiger swallowtail  
tilehorned prionus

tipdwarf mite  
toad bug  
tobacco budworm

tobacco flea beetle  
tobacco hornworm  
tobacco moth

tobacco stalk borer  
tobacco thrips  
tobacco wireworm

tomato fruitworm

tomato hornworm  
tomato pinworm  
tomato psyllid  
tomato russet mite  
toothed flea beetle  
torsalo  
transverse lady beetle  
trefoil seed chalcid  
tropical fowl mite  
tropical horseshoe tick  
tropical rat louse  
tropical rat mite  
tuber flea beetle  
tule beetle  
tulip bulb aphid  
tuliptree aphid  
tuliptree scale  
tumid spider mite  
tupelo leafminer  
turkey gnat  
turnip aphid  
turnip maggot  
turpentine borer  
twicestabbed lady beetle  
twig girdler  
twig pruner  
twobanded fungus beetle  
twolined chestnut borer  
twolined spittlebug  
twomarked treehopper  
twospotted lady beetle  
twospotted spider mite  
twospotted stink bug  
twostrided grasshopper  
twostrided walkingstick

uglynest caterpillar  
unicorn caterpillar

vagabond crambus  
variable oakleaf caterpillar  
varied carpet beetle  
variegated cutworm  
vedalia  
vegetable leafminer  
vegetable weevil  
velvetbean caterpillar  
verbena bud moth  
vetch bruchid  
viburnum aphid

viceroy  
violet aphid  
violet sawfly  
Virginiancreeper leafhopper  
Virginiancreeper sphinx

walkingstick  
walnut aphid  
walnut blister mite  
walnut caterpillar  
walnut husk fly  
walnut scale  
walnut sphinx  
warty grain mite  
watercress leaf beetle  
watercress sowbug  
waterlily aphid  
waterlily leaf beetle  
waterlily leafcutter  
webbing clothes moth  
western balsam bark beetle  
western bean cutworm  
western black flea beetle  
western blackheaded budworm  
western bloodsucking conenose  
western boxelder bug  
western brown stink bug  
western cedar bark beetle  
western cedar borer  
western cherry fruit fly  
western chicken flea  
western chinch bug  
western corn rootworm  
western drywood termite  
western field wireworm  
western flower thrips  
western grapeleaf skeletonizer  
western grape rootworm  
western harvester ant  
western hemlock looper  
western lily aphid  
western oak looper  
western peachtree borer  
western pine beetle

western potato flea beetle  
western potato leafhopper  
western raspberry fruitworm  
western spotted cucumber beetle  
western spruce budworm  
western striped cucumber beetle  
western striped flea beetle  
western subterranean termite  
western tent caterpillar  
western thatching ant  
western treehole mosquito  
western tussock moth  
western wheat aphid  
western w-marked cutworm  
western yellowstriped armyworm  
West Indian cane weevil  
West Indian fruit fly  
West Indian sweet-potato weevil  
wharf borer  
wheat curl mite  
wheat head armyworm  
wheat jointworm  
wheat midge  
wheat stem maggot  
wheat stem sawfly  
wheat strawworm  
wheat wireworm  
wheel bug  
white apple leafhopper  
whitebanded elm leafhopper  
white cutworm  
white fir needleminer  
whitefringed beetle  
white garden snail  
whitelined sphinx  
whitemarked spider beetle  
whitemarked tussock moth  
white oak borer

white peach scale  
white pine aphid  
white pine cone beetle  
white pine sawfly  
white pine weevil  
whiteshouldered house moth  
whitespotted sawyer  
willowbeaked gall midge  
willow flea weevil  
willow redgall sawfly  
willow sawfly  
willow shoot sawfly  
wing louse  
winter grain mite  
winter moth  
winter tick  
w-marked cutworm  
wood cockroaches  
woods weevil  
woolly alder aphid  
woolly apple aphid  
woolly elm aphid  
woolly pear aphid  
woolly whitefly  
  
yellow clover aphid  
yellowfever mosquito  
yellowheaded cutworm  
yellowheaded fireworm  
yellowheaded leafhopper  
yellowheaded spruce sawfly  
yellowmargined leaf beetle  
yellow mealworm  
yellownecked caterpillar  
yellow rose aphid  
yellow scale  
yellow spider mite  
yellowstriped armyworm  
yellow sugarcane aphid  
yellow woollybear  
Yosemite bark weevil  
yucca moth  
yucca plant bug  
Yuma spider mite  
  
zebra caterpillar  
Zimmerman pine moth

## NOTES



## 21. PATENTS, TRADEMARKS, AND OFFICIAL GAZETTE

### PATENTS

#### ABBREVIATIONS

Abbreviations with periods are set without spaces, as *U.S.*, *r.p.m.*, *i.e.*

Paragraph or section numbers (or letters) followed by figures or letters in parentheses will close up, as *section 7(B)(1)(a)*, *paragraph 25(a)*, *paragraph (a)(2)*, etc.

Follow copy, except in headings, in which the names of States are abbreviated (see p. 151), but spell out Hawaii, Virgin Islands, Puerto Rico, Canal Zone, and Panama Canal Zone.

*Mount* and *Fort* in place names are spelled out.

*Saint* should be abbreviated *St.* in names of United States cities, but follow copy in foreign patents (*St.*, *Saint*, *Ste.*, *Sainte*).

Use *etc.* in headings, but follow copy (&c. or *etc.*) elsewhere.

Spell out & wherever it appears in copy, except in the names of firms and corporations, where copy should be followed.

Abbreviations used in chemical and mathematical equations should be followed.

Some of the abbreviations commonly used in patent work are as follows:

A.C., A.-C., AC, or A-C, alternating current  
a.c.f./min., actual cubic feet per minute  
A/D, analogue to digital

A.F., A.-F., AF, or A-F, audiofrequency  
A.F.C. or AFC, automatic frequency control

A.G.C. or AGC, automatic gain control  
Am, molar absorptency

a.m., ante meridiem

A.M., A.-M., AM, or A-M, amplitude modulation

A.M.U. or AMU, atomic mass unit

A.N. or AN, acid number

a/o, atomic percent

A.P.I. or API, American Petroleum Institute

Ar, aromatic radical

a./s.f. or a.s.f., amperes per square foot

A.S.T.M. or ASTM, American Society for Testing Materials

ata., atmospheric temperature absolute

°A.T.C. or °ATC, degrees after top center (spark advance)

A.T.C. or ATC, airways traffic control

atma. or atm. a., atmospheres absolute

atü. (German), atmospheres above atmospheric pressure

A.U. or AU, angstrom units

A.V. or AV, acid value

A.V.C. or AVC, automatic volume control

° B., Balling

bb., base box (tin)

b./c.d., barrels per charge day

B.C.G., bacillus of Calmette and Guérin

b./d., barrels per day

Bé., Baumé or Beaumé

B.E.M.F. or BEMF, back electromotive force

B.E.T. or BET (Brunauer, Emmett, Teller) catalyst surface area

b.e.v. or bev., billion electron volts

B.F.L. or BFL, back focal length

B.H.P. or BHP, brake horsepower

B.M.C.I. or BMCI, Bureau of Mines correlation index

B.P., boiling point

b.p.s.d., barrels per stream day

B.R. or BR, burning rate

B.S. & W., or BS & W, basic sediment and water

° B.T.D.C. or ° BTDC, degrees before top dead center (spark advance)

B.W.L. or BWL, bearing weight loss

C1S, one-side-coated sheet (paper art)

C., centigrade, cent.

ca or ca., circa (about)

Cal., large calorie; cal., small calorie

C.B.M. or CBM, constant boiling mixture

cc., cubic centimeter

c.f.m., cubic feet per minute

C.F.R. or CFR, Cooperative Fuel Research

c.f.s., cubic feet per second

C.G. or CG, center of gravity

c.g.s., centimeter-gram-second

c./m./g., counts per minute per gram

C.O.D. or COD, chemical oxygen demand

coho, coherent oscillator

C.P. or CP, constant pressure; also, chemically pure

cp., cpe., cps., or cps., centipoise(s)

c.p.i., crimps per inch (fibers)

c.p.m., cycles per minute; also, counts per million

cp.s., candlepower seconds

C.R. or CR, cathode ray

C.R.T. or CRT, cathode ray tube

c./s. or c.p.s., cycles per second

cs., est., or ck., centistoke

C.S.F. or CSF, Canadian Standard Free-ness

C.T.C. or CTC, centralized traffic control

C.W. or CW, continuous wave

C.W.-F.M. or CW-FM, continuous wave-frequency modulation

cwt., hundredweight

C.Y.S. or CYS, compression yield strength

D (optics), sodium line of solar spectrum

DAS, Deutsche Auslegeschrift

D.B. or DB, dry basis

db, decibel

D.B.T.D.C. or DBTDC, degrees before top dead center

D.C., D.-C., DC, or D-C, direct current; also, dielectric constant

DCWV, direct current working voltage

D.F. or DF, direction finder; also, decontamination factor  
 DIN, Deutsche Industrienormen  
 dmm., decimillimeters  
 d.p.f., denier per filament  
 D.P.H. or DPH, diamond pyramid hardness  
 d.p.m., disintegrations per minute  
 D.P.M. or DPM, deposit prediction method  
 du./mg., dilution units per milligram  
 D.W.L. or DWL, dominant wavelength

E.C.C. or ECC, electrical continuous cloth  
 ED₅₀, effective dose  
 E.D.M. or EDM, electrical discharge machining  
 E.F.L. or EFL, equivalent focal length  
 e.f.p.h., effluent flow per hour  
 E.M.F. or EMF (plural E.M.F.'s or EMF's), electromotive force  
 e.m.u. or emu, electromagnet unit  
 E.P. or EP, end point  
 E.P.R. od EPR, electron paramagnetic resonance  
 e.v. or ev., electron volts

F.H.P. or FHP, friction horsepower  
 F.I.A. or FIA, fluorescent indicator analysis  
 F.M., F.-M., FM, or F-M, frequency modulation  
 FOE, fuel oil equivalent  
 f.p.s., feet per second  
 ft.-c., foot-candle  
 FTT, degrees Fahrenheit total temperature  
 F.V.T. or FVT, final vapor temperature

g, mathematical constant expressing acceleration of a body due to gravitation  
 G, Newtonian constant of gravitation  
 g (optics), hydrogen line of solar spectrum  
 g or G (acceleration)  
 g.a., gauge atmosphere  
 gc./s., gigacycles per second  
 gm or g_m, transconductance  
 G.-M. or G-M, tube, counter (Gelger-Müller)  
 g.o., gauss-oersteds  
 g.p.d., grams per denier  
 g.p.g., grams per gallon  
 g.p.m., gallons per minute

H⁺ or H⁻, hydrogen ion (positive or negative)  
 H*, excited hydrogen atom  
 ha., hectare  
 HF, combination of hydrogen and fluorine  
 H.F., H.-F., HF, or H-F, high frequency  
 Hlm., Hefner lumens  
 H.P. or HP, horsepower  
 H.P.M.V. or HPMV, high pressure metal vapor  
 Hz., cycles per second (German)

I.A.C.S. or IACS, International Annealed Copper Standard  
 I.B.P. or IBP, initial boiling point  
 I.F., I.-F., IF, or I-F, intermediate frequency  
 I.L.A.S. or ILAS, instrument landing approach system  
 I.L.S. or ILS, instrument landing systems  
 I.P.S. or IPS, iron pipe size  
 IR, current times resistance  
 I.V. or IV, initial velocity  
 JATO, jet-assisted take-off

kb., kilobars  
 kcal., thousand calories  
 Kcal., Kelvin calorie temperature  
 kc. s. or kc./s., kilocycles per second  
 k.e.v. or kev., kiloelectron volts  
 kg., kilogauss  
 kgr., kilograin  
 kHz., kilohertz  
 k.s.i., thousand pounds per square inch  
 K.V. or KV, kinematic viscosity  
 k.v.a., kva., or kv.-a., kilovolt-ampere  
 k.v.p., kv. p., or kvp., kilovolts peak  
 kw., kilowatt

kwe., kilowatt electrical  
 kwt., kilowatt thermal  
 lb./bb., pounds per base box (tin)  
 LD₅₀, lethal dose  
 LF, loss factor  
 L.H.S.V. or LHSV, liquid hourly space velocity  
 L.O.I. or LOI, loss on ignition  
 L.P.G. or LPG, liquefied petroleum gas  
 L.S.D. or LSD, least significant digit

M, molecular weight  
 ma., milliamperes  
 M.A.C. or MAC, mean aerodynamic chord  
 mats./g., milligram atoms per gram  
 mb., millibarns  
 md., millidarcies  
 M.D. or MD, machine direction  
 m/e, mass over energy  
 MED₅₀, minimum effective dose  
 megarep. or megareps., mega roentgen equivalent physical  
 M.E.P. or MEP, mean effective pressure  
 m.e.r. or mer., million electric roentgens  
 m. eq., me., or meq., milliequivalent  
 m.e.v. or mev., million electron volts  
 mf. or mfd., millifarad  
 mgals., milligals  
 M.H.D. or MHD, magnetohydrodynamic device  
 MHD generator, magnetohydrodynamic generator  
 mHz., megahertz  
 mj., millijoules, megajoules  
 mk., meter kilogram  
 MLD₅₀, minimum lethal dose  
 M.M.F. or MMF, magnetomotive force  
 M.P., melting point  
 mp., millipoise, millipond  
 m.p.h., miles per hour  
 mr., megarads  
 mrem., milliroentgen equivalent mammal  
 MR P/Pb, molar ratio of phosphorus to lead  
 M s.c.f., thousand standard cubic feet  
 M.T.D. or MTD, mean temperature difference  
 μc., microcurie  
 μf. or μfd., microfarad  
 μg., or μcg., microgram  
 mμg., millimicrograms  
 mM., millimoles  
 mw.d. or mwd., megawatt-days

N, normal  
 nh., nanohenry  
 Nm³, normal cubic meter  
 N.N. or NN, neutralization number  
 N.P.A. or NPA, National Petroleum Association  
 N.S.T. or NST, no strength temperature  
 N.T.P. or NTP, normal temperature and pressure

O.C.V. or OCV, open circuit voltage  
 O.D. or OD, outside diameter  
 O.D.B. or ODB, on dry basis; also, oven dry basis  
 O/W, oil in water  
 O.W.F. or OWF, on weight of fiber

pAg, pressure silver ion  
 P.B.X or PBX, private branch exchange  
 p.c.i., pounds per cubic inch  
 P.C.M. or PCM, pulse code modulation  
 pf., picofarad  
 phr., parts by weight per 100 parts of resin (or rubber)  
 P.I.V. or PIV, positive infinity variable  
 p.l.i., pounds per linear inch  
 p.m., post meridiem  
 P-N, PNP, p-n or npn, junction  
 p.p.h.m., parts per hundred million  
 P.P.I. or PPI, plan position indicator  
 p.p.m., pounds per minute; also, parts per million  
 p.s.i.a., pounds per square inch absolute

p.s.i.g., pounds per square inch gauge  
p.t.b. or pth., pounds per thousand barrels  
PV, peroxide value

R. & B., ring and ball method

RAF, RF, rheumatic factor

R.C., R.-C., RC, or R-C, resistance-capacitance

R.C.F. or RCF, relative centrifugal force  
r.e.p. or rep, roentgen equivalent physical

R.F., R.-F., RF, or R-F, radiofrequency

R.H. or RH, relative humidity

Rkm., Reisskilometer

R.M.S. or RMS, root mean square

r.p.m., revolutions per minute

S.A.E. or SAE, Society of Automotive Engineers

s.c.f., standard cubic foot

s.c.f.m., standard cubic feet per minute

S.C.I. or SCI, solids content index

S.F. or SF, slug feet

s.f.m. or s.f.p.m., surface feet per minute

S.P.D.T. or SPDT, single pole double throw

S.P.S.T. or SPST, single pole single throw

S-R, Schopper-Riegler

s.t.p.y., short tons per year

S.A.E. or SUS (also S.S.U. or SSU), Saybolt Universal seconds

S.U.V. or SUV, Saybolt Universal viscosity

S.W.G. or SWG, standard wire gauge

TAPPI (Tech. Assoc. of the Pulp and Paper Industry)

T.D. or TD, transverse direction

tg or tan, tangent

t.h.m., tons of hot metal

T.M. or TM, time modulation

t.p.i., turns per inch (yarn)

T.R., T.-R., TR, or T-R tube, transmitter tube

T.R.F. or TRF, tuned radiofrequency

T.S. or TS, tensile strength

TV, television

T.W.T., travelling wave tube

T.Y.S. or TYS, tensile yield strength

U.H.F. or UHF, ultra high frequency

U.J.T. or UJT, unit junction transistor

u./mg., units per milligram

VAR, volt-ampere-reactive unit

V.F. or VF, voice frequency

V.G.C. or VGC, viscosity gravity constant

V.H.F. or VHF, very high frequency

V.H.N. or VHN, Vickers hardness number

V.I. or VI, viscosity index

V.L.F. or VLF, very low frequency

v/o, volume percent

V.P. or VP, variable pressure

V.P.N. or VPEN, Vickers pyramid number

V.T.O. or VTO, vertical take-off

V.T.O.L. or VTOL, vertical take-off and landing

v./v./hr., vibration velocity per hour

W.C.F. or WCF, Watson characterization factor

W.H.S.V. or WHSV, weight hourly space velocity

w/o, percentage by weight

W/O, water in oil

W.V.T. or WVT, water vapor transmission

Y.P. or YP, yield point

## CAPITALIZATION

Capitalize *Letters Patent* whether standing alone or followed by a numeral. Capitalize *Patent, Design, Reissue, Certificate, Serial, Sheet, Plate, Diagram, Case, Division*, etc., where followed by a numeral, in any one of the following forms:

Pat. No. 680,180  
my Pat. No. 680,180 or my  
patent, No. 680,180  
Pat. 680,180  
British patent specification  
No. 162,578 but British  
Pat. No. 162,578

Design No. 10,500  
Reissue No. 14,500  
reissued Pat. No. 14,500  
Reissue Pat. No. 14,900  
Serial No. 1  
Sheet 1  
Example 1a (roman)

Plate 1  
Diagram 1  
Case A  
Equations 1a and 2a  
Formula 1c  
Division A  
Compound 1

### Lowercase *patent statutes*.

Proper nouns used as adjectives should generally be capitalized.

Capitalization will be followed throughout patent on all unfamiliar terms or where there is some doubt as to their import.

Where it is apparent that inventor wants word stressed and it is capitalized—follow; or where a word or group of words is underscored for emphasis—*italicize*.

Follow caps on such expressions as Group I-A or Group 1a of Periodic Table, Run 1, Position 1, Series I; on various names of tests, such as Shore Hardness Test, Water Immersion Test, etc.

In digital computer cases words appearing all caps must be followed. Also follow digital terminology such as AND, OR, NOT, EXCLUSIVE OR gate or circuit; if quoted and lowercase, follow ("and," "or," etc.); if underscored, italicize (*and*, *or*, etc.).

Follow copy on such terms as *Danger position* or "*danger*" position; *On position* or "*on*" position; "*Off*" position, etc.

Follow capitalization or quotation marks on legends which appear on drawings, devices, blank forms, etc.

Capitalize *FIG.* if followed by a numeral and where reference is had to figures of the drawings.

Capitalize the following where reference is had to a geographical subdivision of a foreign country and where used in connection with the name thereof:

Commonwealth (Australia)  
Department (France, etc.)  
Dominion, District (Canada)  
Duchy or Grand Duchy  
Empire  
Federal District (Brazil, Mexico, and Venezuela)  
Kingdom  
Län (Sweden)

Prefecture (Japan)  
Principality  
Province  
Provincial District (New Zealand)  
Republic  
Republic of South Africa  
State  
Territory  
Vilayet (Turkey)



Capitalize the scientific names of plants and animals where reference is had to the genus, order, or family, but always lowercase the species, as *crispus* (species), *Chondrus* (genus), *Chondrus crispus* (genus and species), *Algae* (order). Where reference is had to an individual member of an order, lowercase, as an alga (or the algae) of the genus *Chondrus*.

Samples of usage: *Acetobacter aurantius* Kondo, *Brucella abortus* (Schmidt and Weis), *Bacillus cereus* var. *mycoides* (var.=variant), *Aspergillus niger* mut. *cinnamomeus* (mut.=mutant), *Corynebacterium* spp. (spp.=species, plural), *Fusarium oxysporum* f. *batatas*. Plurals of generic names are used, i.e.: *Salmonellae*, *Corynebacteria*, *Sarcinae*, etc.

Capitalize the principal words of titles of books, magazines, and other publications, as well as titles of articles therein.

Capitalize the principal words of titles of inventions where preceded by the word *entitled*, as: *The invention shown in my Pat. No. 530,410, entitled, Variable-Speed-Transmission Gearing*; also capitalize the principal words of title of invention in text when referring to title of previous patent in connection with date and serial or patent number.

Where part of an incorporated name, capitalize the word *city*, as *Kansas City*, *Oklahoma City*, *Jersey City*, etc.; but lowercase *New York city*, etc.

Names of individuals comprising lowercased *de*, *von*, etc., and such terms as *nee* (or *née*) and *geboren*, should be printed in lowercase.

At beginning of sentence use this style for lowercase and capital letters following hyphen:

2-amino  
p-Amino  
α-Amino  
A-amino

δ-Amino  
Δ-amino  
α,β-Amino  
α,δ-Amino

A,Δ-amino  
α- and β-Amino  
m- and p-Amino

NOTE.—After Greek capital letters word is lowercase, but after Greek lowercase letters word is capitalized.

## SPACING

(Samples of spaced and closed-up characters)

5α, 6β, 3μ (single Greek letters close up to figure)  
5 μg., 5 mμ (note space)  
6 μmicrons  
10 n caustic soda lye (n=normal)

1 N ammonium chloride  
4.5 m NaOH (m=mol., molar, etc.)  
—4 +200 mesh  
2f, 2F (optical cases)  
nth degree  
[a]_D²⁵ °C.

## FIGURES

Change *FIG. one*, *FIG. two*, etc., in the text to *FIG. 1*, *FIG. 2*, etc. Change *claim one* to *claim 1*, etc. Follow Roman numerals.

## LETTERS AND FIGURES DESIGNATING SHAPE

Follow letters and figures relating to shape. Where copy has tee shape, change to T shape, but follow "magic tee" or "magic T"; eye beam, change to I beam, but eye bolt; ell, change to L; in the form of an A; the A frame; the Y; in the shape of an "8." Plurals are formed by adding apostrophe and letter s, as T's. If quotes are in copy, as "A" frame, etc., follow. Golf tee should be spelled, as it does not indicate shape.

## ITALIC AND ROMAN

Italic must be used in the Latin names of plants and animals where reference is had to the species (as *tuberosa*) or to the genus followed by the species (as *Asclepias tuberosa*); but roman should be used where reference is had to the genus alone (as *Asclepias*) or to the order (as *Asclepiadaceae*). Also italicize the names of vessels and titles of cases in citations, as *Smith et al. v. Brown*; the *Brown Case* (180 O.G. 306).

Roman should be used in the Latin names of medicines, diseases, anatomical terms, chemicals and dyestuffs, geological and mineralogical terms, Latin words and phrases generally, and in titles of books, magazines, and other publications.

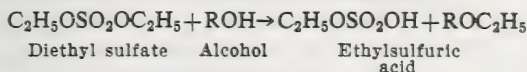
Use roman in obvious phrases and words, such as *supra*, *infra*, *prima facie*, etc. Only such words should be set in italic as have been marked by the copy editor, except that Latin names of plants and animals should be set in italic in accordance with the above rule, even if not so marked in copy.

## EQUATIONS AND FORMULAS

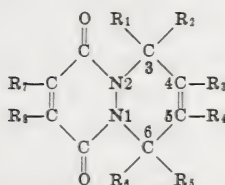
In mathematical equations and chemical formulas, letters representing unknown quantities, etc., are set in *italic*, but inferior or superior letters, symbols, and abbreviations of names of functions, processes, or elements remain roman, even though without punctuation. Thus—

$$\begin{array}{ccc} x^2yz + kl = 1 & & \\ \tanh a \cos b = \sin c & \text{CH}_x\text{—CH}_y\text{—CH}_x & \text{C}_n\text{H}_{n+2} \\ & \exp (-2\pi d/\lambda) & \end{array}$$

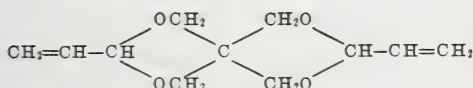
Center common names under formula of each compound.



## Samples of benzene rings

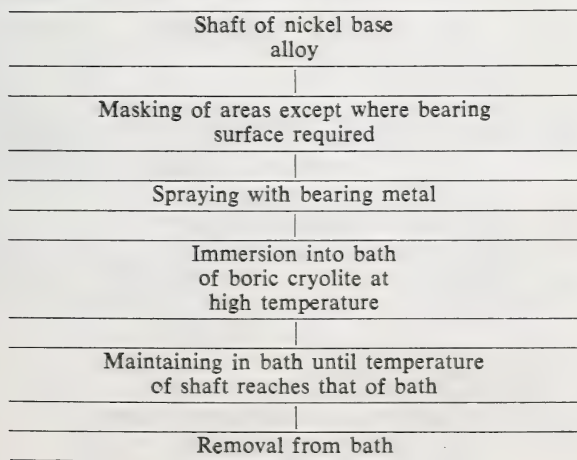


Note: Numbers *inside* ring are position numbers; they are not inferiors.



### FLOW DIAGRAMS MAY BE SET USING THE FOLLOWING STYLE:

A simplified flow diagram of the method of the present invention is as follows:



## TABULAR AND LEADER WORK

## SAMPLE OF REFRACTIVE INDEX TABLE

[Aperture ratio 1: 4.35]

Lenses	Radil	Thicknesses and Separations	$n_d$	$v$	$\Delta n/r$
$L_I$ -----	$r_1 = +0.577316\text{-}f$	$d_1 = 0.06778\text{-}f$	1. 74400	44. 9	+1.288722/ $f$
	$r_2 = +1.31122\text{-}f$	$l_2 = 0.00311\text{-}f$			-0.567410/ $f$
	$r_3 = +0.391438\text{-}f$	$d_3 = 0.10821\text{-}f$			+1.703258/ $f$
$L_{II}$ -----	$r_4 = \infty$	$d_4 = 0.01710\text{-}f$	1. 66672	48. 4	0.000000
$L_{III}$ -----	$r_5 = +0.261622\text{-}f$	$l_5 = 0.28451\text{-}f$	1. 62536	35. 6	-2.390319/ $f$
	$r_6 = -0.293543\text{-}f$	$d_6 = 0.03109\text{-}f$			-2.520925/ $f$
$L_{IV}$ -----	$r_7 = -2.77122\text{-}f$	$l_7 = 0.00994\text{-}f$	1. 74000	28. 2	+0.267030/ $f$
	$r_8 = -2.07811\text{-}f$	$d_8 = 0.08084\text{-}f$			-0.358018/ $f$
$L_V$ -----	$r_9 = -0.388640\text{-}f$	$l_9 = 0.00311\text{-}f$	1. 74400	44. 9	+1.914368/ $f$
	$r_{10} = +10.8747\text{-}f$	$d_{10} = 0.08395\text{-}f$			+0.068416/ $f$
$L_{VI}$ -----	$r_{11} = -0.711298\text{-}f$		1. 74400	44. 9	+1.045975/ $f$

Follow down rules in Refractive Index Tables.

Type of machine -----	4 spindle drilling machine.
Axis control -----	X and Y.
Number of auxiliary functions.	80.
Type of number processing logic.	NAND, with minor exceptions.
Type of processing logic components.	Molecular NAND blocks: Flip-flop memories and NAND gates with the switching time of about 20 nanoseconds.
Number of molecular logic blocks in number processing logic.	About 200.
Number of conventional components in number processing logic.	About 200.
Register time length -----	80 microseconds.
Clock system -----	2 phase; alternate phase A and B pulses at rate of 1 million/sec.
Register capacity -----	80 bits.
Size of enclosed number processing logic package.	Less than 1 ft. ³ .
Size of total control package.	Wall mounted 30" x 22" x 13"; floor console size as required.
Approximate allowable maximum rate of feedback position bit generation.	4,200 bits/sec.
Tape read speed -----	20 characters/sec.



Aline decimal points only when specifically prepared to aline by copy preparer or when table has a total.

	Parts by weight
Water ¹ .....	3
Sodium sulfite .....	120
Hydroquinone .....	90.75
Boric acid .....	30.5
Sodium bromide .....	5.75
Total .....	250

¹ Footnotes to leaderwork and tables do not take 50 pt. rule.

Specific gravity, °A.P.I. ....	15-15.1
Specific gravity, D60/60 .....	0.9665
Color, Lovibond .....	35
Kinematic viscosity at 100° F., centistokes ..	2462-2666
A.S.T.M. bromine No. ....	39.3
Neutrality No. ....	186.8-190.4

Water .....	quarts-- 3
Sodium sulfite .....	do-- 120
Boric acid .....	g-- 30
Sodium bromide .....	g-- 5.6
Gasoline .....	gallons-- 1

NOTE.—No period is used before leaders and leaders aline. Do not "do." abbreviations.

	Parts by weight
Carbon black .....	100
Sodium lignin sulfonate ^a .....	1.75
Rosin soap, potassium salt ^b .....	0.75
Quebracho .....	1
Water sufficient to give a 20% slurry.	

^a Marasperse CB.

^b Dresinate 214.

[Note thin space before footnote reference]

Molecular oxygen concentration in second stage reaction liquid (p.p.b.):	Degree of grafting (percent)
Less than 7 .....	273
72 .....	230
140 .....	192
354 .....	86

Preparers will use their own discretion as regards indentions. If flush heading appears over leadered matter which is excessively long, say three or more lines, preparer should indent matter one em. However, the two ems will remain as the standard indention.

### SUBPARAGRAPH STYLE IN CLAIMS

The following claim shows indented style; also use of lettered indents and the use of bold figures for claim numbers.

1. In combination with an electric motor having an output shaft, a positive displacement piston-type air compressor comprising
  - (a) a cylinder,
  - (b) an intake valve at each end of said cylinder, and
  - (c) means for securing said crankpin to the output shaft of the electric motor comprising a machine screw extending through the output shaft.

# United States Patent Office

Re. 27,353

Reissued May 9, 1972

1

27,353

## IRRIGATION CONTROL

Ralph E. Shettell, Rte. 1, Twin Falls, Idaho 83301  
Original No. 3,400,909, dated Sept. 10, 1968, Ser. No.  
567,444, July 25, 1966. Application for reissue Oct.  
16, 1969, Ser. No. 877,915

Int. Cl. F16k 3/00

U.S. Cl. 251—147

4 Claims

Matter enclosed in heavy brackets [ ] appears in the original patent but forms no part of this reissue specification; matter printed in italics indicates the additions made by reissue.

2

dikes through equal spacing and level alinement that affords valve identity through uniform submersion below the checked water line.

Present day methods of water distribution over farm lands are varied. This present invention relates to the corrugate and border [method] methods and more particularly to a water metering device capable of eliminating the omissions and excesses in water use inherent with this irrigation process.

Persons conversant with the art to which the invention relates are aware that water is delivered to farm lands through a network system of graded ditches. From a high-ground lateral or canal source, a feed ditch brings the irrigation water to the field. Along the edge of the field to be irrigated, numerous short independent head ditches are often seen to lateral off and parallel the feed ditch and serve to head-up sets of [fifteen] twenty or so corrugates. The feed ditch is checked to raise and divert water [into the head ditch and finally the corrugates] to the field. Since the feed ditch cutout and the corrugate inlets are cut into the [head] ditch bank with a shovel, undesired capacity variations are realized. Further, improper

## ABSTRACT OF THE DISCLOSURE

[A water metering apparatus having an adjustable inlet device which regulates the flow of water to the field corrugates through a tube.]

An irrigation ditch valve located in the earth or concrete lined open ditch bank for the identical metering and automatic distribution of waters to farm lands. The metering means comprising an adjustable cap or gate portion acting with a conduit portion to selectively size a water inlet responsive to crop and seasonal demands. A ditch valve system typically feeding individual corrugates and furrows, or accumulating to feed between borders and

# United States Patent Office

Plant Pat. 3,153  
Patented May 9, 1972

1

3,153

## STRAWBERRY PLANT

Ruth Millay, Portland, Maine, assignor to June F. Littlefield, Lewiston, Esther Lavoie, Lisbon Falls, and Lorna A. Young, Portland, Maine, fractional part interest to each

Filed Apr. 6, 1970, Ser. No. 26,175  
Int. Cl. A01h 5/03

U.S. Cl. Plt.—49

1 Claim

The present invention relates to a new and distinct variety of strawberry plant which was discovered by me as a cultivated sport or mutation of the strawberry variety known as "Red Rich" (Plant Pat. No. 993—expired), said discovery having been made in my garden on my farm property located at Bowdoinham, Maine.

Frost resistance: Good; runners continue to grow and plants continue to bear fruit until ground freezes.

2

Fruit: More abundant than "Red Rich"; can be picked daily from July to hard freeze in October; average yield at least 1 quart per month per plant.

*Condition when described*.—Prime.

*Size*.—Variable; usually large; constant throughout. Average length—from about 1½ inches to 2 inches. Average breadth—from about 1 inch to 2 inches.

*Form*.—Usually wedge-shaped, but some are short and nearly round.

*Stems*.—Radical—stout; long. Main truss—stout.

*Calyx*.—Even with surface; green after picking. Upper surface—color—light green. Lower surface—color—light green. Segments—oval form.

*Surface*.—Glossy. Color—dark red.

*Seeds*.—Inconspicuous; small; even with surface; medium number of lower seeds on berries.

*Core*.—Mostly solid. Color—dark red.



# United States Patent Office

3,650,998

Patented June 6, 1972

1

3,650,998

**HYDROXY-FUNCTIONAL HYDROPHYLIC RESINS  
BASED ON COPOLYMERS OF MONOVINYL ARO-  
MATIC COMPOUND AND HYDROXY-FUNC-  
TIONAL MONOMER**

Kazys Sekmakas and Edward A. Gauger, Jr., Chicago,  
and Lester A. Henning, Arlington Heights, Ill., as-  
signors to Desoto, Inc., Des Plaines, Ill.

No Drawing. Continuation-in-part of applications Ser. No.  
615,048, Feb. 10, 1967, and Ser. No. 634,480, Apr. 28,  
1967, now Patent No. 3,516,913. This application Oct.  
17, 1968, Ser. No. 768,549

The portion of the term of the patent subsequent to

Nov. 30, 1988, has been disclaimed

Int. Cl. C08f 19/02, 27/12; C23b 13/00

U.S. Cl. 260—21

18 Claims

## ABSTRACT OF THE DISCLOSURE

Hydroxy-functional hydrophyllic resins dispersible in  
water with the aid of a base are based on copolymers such  
as styrene-allyl alcohol copolymers. These copolymers are  
partially esterified with drying oil fatty acid and then re-

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acted with a monoanhydride to generate carboxy func-  
tionality. A portion of the carboxy functionality is con-  
sumed by reaction with an epoxide such as butylene oxide.  
The resins are dispersible in water with the aid of a base  
at low acid number.

The present application is a continuation-in-part of our  
prior applications Ser. No. 634,480, filed Apr. 28, 1967,  
now U.S. Pat. No. 3,516,913, and Ser. No. 615,048, filed  
Feb. 10, 1967.

The present invention relates to hydroxy-functional hy-  
drophyllic resins which are dispersible in water with the  
aid of a base and which may be electrodeposited at the  
anode of a unidirectional electrical system.

While various water dispersible resinous materials are  
known to be useful in electrocoating systems, these gen-  
erally possess poor electrocoating characteristics or poor  
film properties and more frequently are deficient in both  
respects. This is particularly true when corrosion-resistant  
pigments are not selected and when the properties of the  
cured electrodeposited film are required to conform to

# United States Patent Office

Des. 222,341  
Patented Oct. 19, 1971

222,341

## TEA ROOM UNIT

Soshitsu Sen, 613 Ogawadori, Teranouchiagaru,  
Hompopimae-cho, Kamikyo-ku, Kyoto, Japan

Filed Dec. 18, 1969, Ser. No. 20,553

Claims priority, application Japan June 21, 1969

Term of patent 14 years

Int. Cl. D25—03

U.S. Cl. D13—1

FIG. 1 is a perspective view from the front of the tea room unit showing my new design;  
FIG. 2 is a perspective view from the rear thereof;  
FIG. 3 is a front view thereof;  
FIG. 4 is a left side view thereof;  
FIG. 5 is a right side view thereof;  
FIG. 6 is a rear view thereof; and  
FIG. 7 is a plan view thereof.

I claim:

The ornamental design for a tea room unit, substantially as shown and described.

## References Cited

UNITED STATES PATENTS		
D. 193,547	9/1962	Tessin ----- D13—1
2,187,408	11/1940	Thumm.
3,245,183	4/1966	Tessin.

## OTHER REFERENCES

Industrial Design (ADR), December 1958, p. 31, house at top of page.

A. HUGO WORD, Primary Examiner

# DEFENSIVE PUBLICATION

## UNITED STATES PATENT OFFICE

Published at the request of the applicant or owner in accordance with the Notice of Dec. 16, 1969, 869 O.G. 687. The abstracts of Defensive Publication applications are identified by distinctly numbered series and are arranged chronologically. The heading of each abstract indicates the number of pages of specification, including claims and sheets of drawings contained in the application as originally filed. The files of these applications are available to the public for inspection and reproduction may be purchased for 30 cents a sheet.

Defensive Publication applications have not been examined as to the merits of alleged invention. The Patent Office makes no assertion as to the novelty of the disclosed subject matter.

PUBLISHED JUNE 30, 1970

875 O.G. 714

¹ T875,029

### MASKING OF ODORS OF PROCESSED PHOTOGRAPHIC ELEMENTS AND PROCESSING COMPOSITIONS

Raymond Snellman and Henry J. Fassbender, both  
% Eastman Kodak Co., Kodak Park Division,  
Rochester, N.Y. 14650

Filed Jan. 2, 1970, Ser. No. 388

Int. Cl. G03c 5/30

U.S. Cl. 96—66

### No Drawing. 13 Pages Specification

Certain odor masking compositions, such as carvone, ionone and pinene are incorporated into a photographic element to mask any processing odor. The use of such compounds in the top layer of a photographic element adapted for rapid processing followed by stabilization is suitable.

¹ The first three numbers designate the volume and the last three indicate the number issued for the month.



## REFERENCES CITED

"References cited" lines in patents, reissues, plants and designs should read as follows and appear at end of the patent.

## References Cited

## UNITED STATES PATENTS

Re. 20,727	10/1957	Ubehholde, Jr. ....	206—46
P.P. 1,200	11/1935	Schwartz .....	51 AR
D. 676,023	9/1930	Jones, 3rd .....	D88—67
1,654,987	10/1959	Hoffmaster .....	24—1 UX
3,002,243	12/1961	Grant.	
3,110,123	10/1962	Summeringfelt et al.	139—247.19 X
3,112,123	2/1963	Hoy .....	9—1 H X

## FOREIGN PATENTS

368,387	12/1941	Great Britain .....	260—14
33,893	3/1939	France .....	119—20
		(Addition to No. 634,700)	
6701302	3/1967	Netherlands.	
Ad. 68,370	3/1958	France.	
27,906	5/1960	Japan .....	18—27

## OTHER REFERENCES

Publication: Seith, IBM Technical Disclosure Bulletin, vol. 4, No. 11, pp. 38, 39.

Grossman, Bulletin on Technology, vol. 10, No. 8, p. 51 (World Publishing Co., 1947).

TOBIAS E. LEVOW, Primary Examiner

F. W. BELLAMY, Assistant Examiner

## U.S. Cl. X.R.

260—448, 429.9, 439, 438.1, 516, 518; 424—288, 289, 294 L, 295, 317 HR, 321

"References cited" line in reissues to be followed by paragraph as shown:

The following references, cited by the Examiner, are of record in the patented file of this patent or the original patent.

When there are no references, center the following line:

No references cited.

In listing foreign patents, the actual name of the country must be given. For example, if a British patent has been cited, the country is to be listed as Great Britain, United Kingdom, or England, a Dutch patent as Netherlands, a French patent as France, a Swiss patent as Switzerland, etc. The name of the country is not to be abbreviated with the exception of U.S.S.R.

*Centerheads.*—References Cited, 8 points before and 4 points after. United States Patents, Foreign Patents, and Other References, 4 points each side.

*Name column.*—Spacebands at each end of leaders.

*Date column.*—Use numbers to indicate months; aline shilling marks; and use four digits to show year.

*Country column.*—Spacebands at each end of leaders.

*Number column.*—Under both United States Patents and Foreign Patents, all figures aline on right.

Indent all 7-figure lines 1 en space.

Indent all 6-figure lines 1 em and 1 thin space.

Indent all 5-figure lines 1 em, 1 en, and 1 thin space.

Set Reissues and Plant Patents flush on left using thin space after Re. and en space after P.P.

## MISCELLANEOUS

Notice if patent is a *division*, a *continuation*, *continuation-in-part*, a *substitute*, a *no fee*, a *no drawing*, or has *foreign application*, and make head read accordingly. New matter supplied in the head, not appearing on file, must be queried.

If patent titles begin with the expressions "improvements in," "improved," "new," or "new and improved" they should be deleted in both mechanical and chemical patents. However, the expression "improvements in and relating to" is accepted. The word "novel" will be followed in chemical titles but deleted in mechanical titles. (Be sure change is made on drawings.)

Where paragraphs or sentences are enumerated by lowercase letters instead of figures, set letters roman, enclosed in parentheses.

Copy should be followed as to the use of the noun *drawing* or *drawings*.

In formulas and equations close up all symbols, also reference letters unless separated by commas or marked "follow" by copy preparer.

Care must be taken to see that claims are properly numbered. Where reference is made in a claim to the number of a preceding claim, see that the proper number is used when claims have been renumbered.

Serial number on file and copy must be checked as well as folios top and bottom.

In all numbered paragraphs *other than claims*, the figure will be set lightface in parentheses. For exceptions, copy preparer will mark "follow."

In patents signed by an executor or administrator, the pronouns should be changed. Examples: Change *I claim* to *What is claimed is*; *My invention* to *The invention*, etc. One inventor can use "we" or "our" in referring to his invention.

*Territory of* should be inserted before *Guam* if omitted from jacket. In Canadian, Australian, New Zealand, Republic of South Africa, Republic of the Philippines, and Mexican (except Mexico City) patents, supply name of Province or State.

Figures of less than six digits should not be broken at the end of a line. If a break is unavoidable, divide on the comma, retain it, and use a hyphen. However, in chemical terms, such as, for example, 1,2,4,5,6-anthraquinone, do *not* use hyphen at end of line when break between figures is necessary, but retain the comma.

In cases of unavoidable breaking of equations and formulas, retain arrow, center point, and bonds on top line, all other mathematical symbols are brought down.

In equations, inferior letters or figures precede superiors if typed together; but follow copy if superior appears first. If either inferior or superior is too long, then the two are alined on the left and must be hand set.

Style used when equations consist mainly of reading matter:

$$\begin{array}{l} \text{Cos } \theta = \\ \text{change in length of the support member due to a} \\ \text{temperature differential } \Delta T \\ \hline \text{change in length of the attaching means due to a} \\ \text{temperature differential } \Delta T \end{array}$$

$$\begin{array}{l} \text{Cos } \theta = \\ \text{change in length of the attaching means due to a} \\ \text{temperature differential } \Delta T \text{—pressure at an alti-} \\ \text{tude of 90,000 feet} \\ \hline \text{change in length of the attaching means due to a} \\ \text{temperature differential } \Delta T \end{array}$$

## SPELLING

Webster's New International Dictionary, both second and third editions, is recognized as the standard authority in the spelling and division of words.

Follow any and all terms in patent specifications which appear in Webster's third, even though they may vary with Webster's second. Many variants appear in Webster's third which the "second" does not contain. Some words are also given more liberal interpretation or definition than in the second edition.

Consequently, the Patent Section will use either edition as final authority in the use and spelling of words (variant or obsolete).

Variants or foreign spelling of words in titles will be followed provided they appear uniform throughout the specification and claims.

However, if amended claims or amended matter in the specification use the American spelling of a word that contains the foreign spelling in the title and original specification, then the copy preparers will change title and specification and also see that change is made on drawings.

Hackh's Chemical Dictionary is used for chemical words and terms.

Authorities for the spelling of geographic names (local and foreign) are listed in the order of their preference: Decisions of the U.S. Board on Geographic Names; U.S. Directory of Post Offices; Columbia Lippincott Gazetteer of the World; Webster's Geographical Dictionary; New World Loose Leaf Atlas; Rand McNally Atlas. No accented letters are used in geographic names.

Follow copy for suffixes *ize* and *ise*.

## LIST OF COMMON AND PREFERRED FORMS

adhesive	carbide (only)	dieing (stamping)
acetyl, acyl	carburation, carburetion	diesel engine
accordion, accordian	carburetor, carbureter, car-	disassemble
actuable, actuatable	burettor, carburetter, car-	dislodgment, dislodgement
Agfa	burator	dispatch, despatch
airplane, aeroplane	Cardan shaft	distilland
align, aline	carline, carling (construc-	Dobell's solution
alkalies, alkalis	tion)	Doppler
Allen wrench	carnauba wax	doré bullion
aluminum, aluminium	carrousel	doup (weaving)
ampoule, ampul, ampulla,	cascade (circuit)	
ampule	cascode (tuner)	
anaeric	caster, castor : castor bean	eau de Cologne
Angstrom or angstrom unit	cat whisker	eccentric, excentric
aquadag	celtium	éclair
argand burner	cementitious (only)	eddy current
arsenic (compounds)	chaise longue	Eddy kite
arsinic (acids)	pl. chaise longues	embed, imbed
artesian well	chamfer, champfer, champer	empenngage
attapulgit	changeable (only)	enclose, inclose
Attapulgis (firm name)	charr (fish), char, chare (to	engageable (only)
Axminster rug	burn)	Epsom salts, epsom salt
azo dyestuffs	chianti belt	expandable, -ible
	Chianti wine	expansible
B flat	chiffrobe	extendable, -ible
babbitt	china clay	extensible
Babbitt metal	China-wood oil	eye-bolt, eyebolt, eye bolt
ball, bale (interchangeable)	chute, shoot, shute	(not I bolt)
balata	clpher, cypher	eyeleting
Basel (town), Basle (firm)	circelp	
Baumé, Beaumé, BÉ.	circuitry	factis (solidified oil)
Belleville washer	citrus, citrous	fadometer, fadeometre, Fade-
benzene, benzine	clevis	O-Meter, Fade-Ometer
benzol, benzole	cliché	felly, fellow
bib (child's apron)	closable, closeable	Ferris wheel
bibb (faucet)	coca (drug)	feterita (grain)
Biotar lens	cocoa (made from cacao	fillet (lace)
Bisphenol A, bisphenol A	seed)	filtrable
bitting	coky (cokellike)	Fischer-Tropsch
Blaugas	communicable (only)	fler, flyer
blucher shoe	condensable, -ible	formalin
bluing, blueing	condenser (only)	Fourdrinier machine
bootees, booties	conduit, conduct	Friedel-Crafts
bouillon (soup), bullion	condulet	frustoconical
(metal)	Congo red	frustum, frustum
Bourdon tube	congress boot	fryer, frier
Bowden wire	connectible, -able	Fuller valve
brassière or brassiere	connector, connector	fuller's earth
brier, briar	contractable, -ible	fuse, fuze
Brigg's logarithms	conveyer, conveyor	fuselage
Bright's disease	cophasely, cophasally	
Brinell	corselets	Gardner color scale
Bristol board	corsetlets	Garnett machine
britannia ware	coumarin, cumarone, cou-	gauge, gage, guage
Brix hydrometer	marone	gelatin, gelatine
brooch, broach (pin)	coupé or coupe	Geneva gear
brown mixture	crème	gettering
Brussels sprouts	crepe, crape, crêpe	gilsonite or iGIlsonite
Bunsen burner	crepe de Chine	gimbal ring
bur (prickly covering)	cyanide (only)	glacé or glace
burned, burnt		gluing (only)
burr (tool)	damar	Gnome engine
bus, buss : pl. buses, busses	dammur varnish	grabbits (cotton refuse)
Butyl rubber, butyl rubber	dawsonite	Gramme ring
by-pass, bye-pass, bypass	Dean-Stark or Dean and	gramophone
byte (computer character)	Stark	graphechon
cacao (seed)	decibel	Graycode (computers)
candellilla (wax of plant)	dee (voltage)	grill (broiler) } interch.
canton flannel	deflectable, -ible	grille (grating) }
capacitive, capacitative	diac (coined)	grommet, gromet, grummet
	diarrhea, diarrhoea	Gruyère
		guayule



Gulf Coast oil  
gum arabic

Hamburg steak  
hamburger } follow in text  
Hamburger }  
hawser, hauser  
height, highth, hight,  
helghth  
Henles loop  
henrys, henries  
Hesiometer  
hindrance, hinderance  
Holland gin  
holland linen  
horsepower  
humidistat or humidostat  
hydrophilic  
hyposulphite (not hypo-  
sulphite)  
hypotenuse, hypotheruse

I.B.X. (intermediate branch  
exchange)  
I beam (see eye-bolt)  
ignitable, -ible  
ignitron  
impeller, impellor  
inadvertent (only)  
in any wise  
India ink, India ink  
Indian corn  
in no wise  
input, imput  
insertable, -ible  
in so far or insofar  
Insomuch  
interiorly (only)  
introducible  
Jacquard or jacquard loom  
(lowercase all others, as:  
Jacquard motion, etc.)  
jam, jamb (pressure, nut)  
jamb, jambe (door)  
Japan varnish  
joule (unit of energy)  
Joule's (cycle, law, or equiv-  
alent)  
juncior

kafir, kaffir  
kaoliang (grain)  
Kassel (not Cassel)  
Keen's or Keene's cement  
Kelly (adj.), kelly (n.)  
Kelvin scale, or K.  
kerosene, kerosine  
kleselguhr  
kilogram, kilogramme  
kiloreps  
kilovar  
Kraft paper (not craft)  
Krefeld (not Crefeld)  
Kreis

lavalier, lavalier, lavalrière  
Lecher wire  
lehr, leer  
lens, pl. lenses  
Levers lace  
liquefy, liquify  
lithopone  
lodgment, lodgement  
longéron  
losser circuit  
lossy  
loupe (jeweler's)  
louver, louvre  
Lumière  
luminale

macadam road  
Mach  
Mache unit  
machinability  
machinable  
mah-jongg

maltha (mineral tar)  
mandrel, mandril  
maneuver, manoeuvre  
Mangin mirror  
manila paper  
manila rope  
manipulable, manipulatable  
mansard roof  
mantel, mantle (fireplace)  
mantle, mantel (cloak)  
marcelling  
Marcel wave  
medicament (not medicant)  
megohm (measure)  
Mendeléeff, Mendelyeev,  
Mendeleev, Mendeleeff  
metalation  
mho (reciprocal of ohm)  
microhm (measure)  
Mid-Continent oil  
mil (no period—wire  
measure)  
Miller hook  
milo grain  
miscella (solvent and tallow  
mixed)  
Minie rifle  
mitered, mitred  
mmoies  
moiré (v. and adj.)  
moire (n.)  
mol., mols., mol, mols, mole,  
moles (fol.)  
montan wax  
morocco binding  
movable, moveable  
mucus (n.), mucous (adj.)  
multiplexer  
multipling  
Mumetal, mumetal  
mutor

nacelle  
naphtha, naphtha  
naphthalene, naphthaline  
naphthol, naphtol  
navy blue  
neat's-foot oil  
negatron  
negligee, negligé  
negligible, negligable  
nematocide, nematocidal,  
nemacide, nematicide,  
nematicidal  
neon  
neoprene  
nick, knick  
nickel (metal or coin only)  
Nicol prism  
nicotine, nicotin  
nitrogenous (only)  
noble metal  
nozzle, nozle  
n-pole dynamo  
nth degree  
nylon

ogee shape (not O.G.)  
operable, operatable  
os calcs  
oscillatable, oscillable  
overlle  
oxford shoe  
oxidation, oxidization  
oxide, oxid, oxyde, oxyd  
Oxo or oxo

pajamas, pyjamas  
pantograph (only)  
papier-mâché or mache  
paraffin, paraffine  
Pará rubber  
Paris green  
pasteurize  
pâté (pie)  
payed out (as a rope)  
P.B.X. (private branch ex-  
change)

peen, pein  
pendant, pendent (n. or adj.)  
percent  
peripheral, peripherial  
peripheral  
Perma-loy, Permaloy,  
Permalloy  
Phillips screw  
phone  
phosphorus, phosphorous  
Pilsen  
pimento, pimienta  
pincers  
pitman, pitmans  
pitmen (workmen)  
Pitot tube  
pivotally  
pivotal, pivotable  
pivotally, pivotly (not  
pivotedly)  
plaster of Paris  
platen, platten, plattin  
pliers, plyers  
plotron  
ply, plie, plies  
Pontianak gum  
porrière  
portland cement  
practice, practise (n., v.)  
preverter  
projectable, -ible  
Prony brake  
propellant (n.) ; when used in  
combination follow copy,  
as propellant powder or  
propellent powder  
propeller (only)  
Puerto Rico  
purée, puree  
pylon

quantitative, quantative,  
quantitive

rabbit (carpentry)  
radical, radicle (chem.)  
Raney nickel  
rarefy, rarify  
Raschig ring  
raster  
reciproable, reciprocable  
reinforce, reenforce  
registrable, registerable  
releasable (only)  
repellent, repellant (n. and  
adj.)  
replaceable (only)  
resin, rosin  
resistor, resister  
résumé  
retractable, retractible  
revolvable, revolvable  
revolvably, revolvably  
Riggs' disease  
Rochelle salt  
rotary, rotatory, rotarily  
rotatable (not rotatable)  
Russia leather  
rutile, routile

saccharin (a bitter white lac-  
tone)  
saccharine (sugar substitute)  
saleable, saleable  
salvarsan  
Samson post  
saxophone  
Saybolt Universal  
scollop, scollop  
Schmitt trigger  
Scotch tape  
Selsyn or selsyn  
selvage, selvedge  
separatable  
separator (only)  
servomotor, servo-motor, or  
servo motor  
settable

shelf (noun), shelve (verb)	thermistor	valance (fabric)
shellac, shellack, shell-lac,	thermosyphon, thermosiphon	valence (chemistry)
shell-lacked	threadably, threadedly	varistor
shoofty, shooftys	thresh, thrash (beat grain)	venetian blind
singletree, swingletree	through, thru	venturi, pl. venturis
siphon, syphon	thumb, thum	Venturi or venturi tube
sirup, syrup	Thyratron or thyatron	vernier clutch
sisal rope	tier (to tie)	video
sley, slay (knitting machin- ery)	Timken bearing	vinal
slidable, slideable	tire, tyre (of a wheel)	visor, vizor
soy, soya, or soja bean	Tonne meters (Tm.)	viz or viz.
spaceable	tonsillitis, tonsillitis	vodas
spigot, spicket	torchère	vogad
squeegee	torsional, tortional	voltolized
Stillson wrench	transferrer, transferror	wagon, waggon
strop, strap	transmitter	Wheatstone bridge
style, stylus, styli, styluses	transponder	Wien bridge
suede	transversely, transversally	wlenerwurst
sulph, sulfo, etc.	trippable	Wilton carpet
swage, swedge	tunny, tuna (fish)	woolen, woollen
syncro	Turkey red	woolly, woolly
taboret, tabouret	turmeric (not tumeric)	yogurt, yoghurt, yoghourt
taintér	tuyère, twyer, or tuyere	yolk (not yelk)
taxing, taxying	Twaddell or Twad,	yoshino paper
therefor (in return for that or this)	tying, tieing, tied	Young's modulus
therefore (consequently)	ultor (radio)	zed shape
thermion	uniflow, unaflow	Zener diodes
thermionic	un-ionized	zinc, zink
	unsanitary	
	utilized	

## REFERENCE LETTERS AND FIGURES

Reference figures of drawings should be set in boldface type.

Where copy has capitals, use roman capitals, and when copy has lowercase letters, use lowercase italic, as "the wheel **A** has a rim *a* and spokes *b*; the hub **B** is of iron; the wrapper **Wr** is of paper."

Where superior reference letters run up to "x," use the superior letter "x"; otherwise use superior multiple. Where superior figures are used, the superior cipher should be used, and not the letter "o" or a degree mark. Where other superior letters are used, the superior letter "o" should be used.

Where copy has reference characters written —12—, "12," (12) or —A—, "A," (A) consistently throughout patent, cancel dashes, quotation marks, or parentheses. When copy preparer meets with exceptions to this rule, he should mark copy "follow."

Follow copy as to *a*1, *a*2, 1*a*, 1*b*, etc., or *a*¹, *a*², 1*a*, 1*b*, etc. Copy should be followed in respect to the prime mark or superior "1"; thus: "The wheels *a*¹ and *a*²" or "The wheels *a*¹ and *a*²." Some typewriters use the prime mark for "1", after passing "9", as: *a*⁰, *a*¹, *a*², etc., which should be changed to *a*¹⁰, *a*¹¹, *a*¹², etc.

Since most typewriters use the same character for figure 1 and lowercase letter l, cipher and capital O, all such characters will be printed as figures unless otherwise marked.

If apostrophes are used for primes, change to primes.

In complicated patents such as computing cases, etc., where it is difficult to determine with certainty which figures are light and which are bold, the boldface will be followed. For example: pulse **1**, position **4**, channel **1**, line **4**, etc. The preparer, however, will use his own judgment in *carefully marking figures light or bold face*.

## PUNCTUATION

Follow copy, except in headings.

In the figure description, delete all punctuation between the numeral and the verb.

Commas should not be used for periods in decimal fractions.

In equations, follow copy in use of center and regular points.

## Em and En Dashes

En dashes will be used in combinations of letters and figures unless it is obvious that em dashes are meant; i.e., where figures or letters occur in pairs: **127—127**; line **A—A**, etc. (If in doubt, use en dash.)

Use en dash, whether or not the word "inclusive" is used or whether or not the number of articles is known. Examples: valves **43—49**, shackles **40—50**, inclusive, curve **43*a*—43*c***.

Any deviation from this style will be carefully marked.

**POSSESSIVES**

Correct errors in the use of the apostrophe in the possessive case. Follow document style. (See pp. 131-133.)

**EXAMPLES OF PARENT APPLICATIONS APPEARING IN THE HEAD**

The following examples are intended to serve as a GENERAL guide; however ALL parent applications which appear in the Patent specification (such as continuations-in-part) must appear in the head.

(1) Straight Reissue

**Original No. 1,087,735, dated Feb. 17, 1914, Ser. No. 762,048, Apr. 18, 1913. Application for reissue May 15, 1916, Ser. No. 913,970**

(2) Reissued Design

**Original No. 37,504, dated Aug. 8, 1905, Ser. No. 262,949, Mar. 10, 1902, for 14 years. Application for reissue Jan. 14, 1913, Ser. No. 742,086. Term of patent 14 years**

(3) Continuation of Design Application

**Continuation of design application Ser. No. 120,637, June 4, 1945. This application Feb. 6, 1946, Ser. No. 121,583**

(4) Division of Design Application

**Original design application July 2, 1922, Ser. No. 120,637. Divided and this application Feb. 6, 1946, Ser. No. 123,456**

(5) Reissue of a Division (or Continuation)

**Original No. 2,108,538, dated Feb. 15, 1938, Ser. No. 148,245, June 19, 1937, which is a division of Ser. No. 757,644, Dec. 15, 1934. Application for reissue May 23, 1938, Ser. No. 209,594**

(6) Reissue, Divided and Reissued

**Original No. 1,879,910, dated Sept. 27, 1932, Ser. No. 285,414, June 14, 1928. Reissue application Sept. 25, 1934, Ser. No. 745,480. Divided and this application for reissue Mar. 26, 1935, Ser. No. 13,182**

(7) Reissue of a Reissue

**Original No. 1,566,099, dated Dec. 15, 1925, Ser. No. 563,527, May 25, 1922. Reissue No. 16,669, dated July 5, 1927, Ser. No. 111,175, May 24, 1926. This application for reissue Nov. 11, 1931, Ser. No. 574,390**

(8) Straight Division

**Original application July 24, 1922, Ser. No. 577,035, now Patent No. 153,416, dated June 23, 1925. Divided and this application Aug. 6, 1924, Ser. No. 730,429**

(9) Division of Two Applications

**Original applications May 10, 1907, Ser. No. 372,980, and Dec. 11, 1908, Ser. No. 468,087. Divided and this application Mar. 28, 1910, Ser. No. 552,082**

(10) Original Divided and Again Divided

**Original application Aug. 26, 1921, Ser. No. 495,504, now Patent No. 1,592,387, dated July 13, 1926. Divided and application Sept. 25, 1924, Ser. No. 739,882, now Patent No. 1,696,103, dated Dec. 25, 1928. Again divided and this application Dec. 11, 1928, Ser. No. 325,307**



## (11) Division of a Division

**Application Dec. 27, 1932, Ser. No. 649,000, which is a division of application Ser. No. 534,599, June 11, 1931, now Patent No. 2,003,636, dated June 4, 1935. Divided and this application Aug. 25, 1933, Ser. No. 683,364**

## (12) Division of a Division (Without Patent Number)

**Application Aug. 2, 1943, Ser. No. 499,570, which is a division of application Ser. No. 359,525, Oct. 3, 1940. Divided and this application July 3, 1944, Ser. No. 543,355**

## (13) Division of a Continuation

**Application Nov. 1, 1928, Ser. No. 316,565, which is a continuation of application Ser. No. 391,922, May 17, 1920. Divided and this application Mar. 21, 1930, Ser. No. 437,764**

## (14) Division and Continuation

**Division of application Ser. No. 378,122, Feb. 10, 1941. Continuation of application Ser. No. 416,002, Oct. 22, 1941. This application Mar. 3, 1944, Ser. No. 524,940**

## (15) Division of Three Applications

**Original application Mar. 8, 1939, Ser. No. 260,546. Divided and application Mar. 2, 1949, Ser. No. 435,953. Divided and application Dec. 30, 1943, Ser. No. 666,666. Again divided and this application Oct. 2, 1949, Ser. No. 5,000**

## (16) Continuation

**Continuation of (or continuation of abandoned) application Ser. No. 341,560, May 3, 1904. This application June 2, 1905, Ser. No. 450,632**

## (17) Continuation of a Division

**Continuation of application Ser. No. 615,472, June 4, 1932, which is a division of application Ser. No. 519,432, Mar. 2, 1931. This application Mar. 27, 1935, Ser. No. 13,267**

## (18) Substitution

**Substituted for abandoned application Ser. No. 85,277, Feb. 1, 1926. This application Aug. 13, 1929, Ser. No. 385,631**

## (19) Substitution of a Division

**Substituted for abandoned application Ser. No. 565,899, Sept. 29, 1931, which is a division of application Ser. No. 373,636, June 25, 1929. This application Feb. 2, 1934, Ser. No. 709,529**

## (20) Continuation of a Continuation

**Continuation of application Ser. No. 761,654, Sept. 17, 1958, which is a continuation of application Ser. No. 555,919, Dec. 28, 1955. This application Jan. 6, 1961, Ser. No. 81,198**

## (21) Continuation of a Continuation (follow "abandoned" in copy)

**Continuation of abandoned application Ser. No. 344,933, Mar. 27, 1953, which is a continuation of application Ser. No. 583,327, Mar. 17, 1945. This application Apr. 13, 1954, Ser. No. 422,842**

## (22) Continuation of Two or More Applications

**Continuation of applications Ser. No. 453,921, Sept. 2, 1954, and Ser. No. 491,506, Mar. 1, 1955. This application June 13, 1956, Ser. No. 591,161**

## (23) Continuation of a Continuation-in-part

**Continuation of application Ser. No. 366,927, Apr. 3, 1964, which is a continuation-in-part of application Ser. No. 160,669, Dec. 19, 1961. This application Mar. 26, 1965, Ser. No. 444,509**

## (24) Division of a Continuation-in-part

**Application Mar. 1, 1965, Ser. No. 443,743, now Patent No. 3,271,862, which is a continuation-in-part of application Ser. No. 104,482, Apr. 20, 1961, now Patent No. 3,197,871, dated Aug. 3, 1965. Divided and this application Mar. 7, 1966, Ser. No. 553,590**

## (25) Continuation-in-part

**Continuation-in-part of application Ser. No. 34,412 June 7, 1960. This application Sept. 9, 1963, Ser. No. 307,489**

## (26) Continuation-in-part of a Continuation

**Continuation-in-part of abandoned application Ser. No. 508,253, Nov. 17, 1965, which is a continuation of application Ser. No. 187,769, Apr. 16, 1962. This application Nov. 2, 1966, Ser. No. 591,649**

## VARIETY OF STYLES AND TERMS USED IN HEADINGS OF DESIGNS, PATENTS, AND FOREIGN APPLICATIONS

Postal address will be used **ONLY** where there is **NO ASSIGNMENT**. The sole exception to this is where one or more inventors assign their interest to a co-inventor, then the address of the inventor in whom the interest rests must be printed.

Where a numbered street follows a house number use "en space" **INSTEAD** of spaceband to separate them.

### Example:

**1824 18th St. NW., Washington, D.C.□20018**

Where two or more applicants with different street addresses, but all from the same city with same or different ZIP code, the words "both of" or "all of" will be used instead of repeating the city and State. Otherwise city and State must be repeated. The foregoing applies only when there is **NO ASSIGNMENT**.

**John B. Goss, 2606 Knoblock St. 77023, and Henry A. Lott, 3502 Amherst St. 77005, both of Houston, Tex.**

**Michael J. Fuhrman, 409 Euclid Ave., Lorain, Ohio 44052, and George Y. Miller, 458 Sunset Drive, Amherst, Ohio 44001**

Examples (note use of commas and semicolons where there are three or more applicants):

**Herbert Arnold, 13 Lonsweg; Rolf Rebling, 7 Sievekingstrasse; and Albert Erhardt, 43 Am Brodhagen, all of Bielefeld, Germany**

**Louis P. Garvey, 1212 Market St., Birmingham, Mich. 20891; Charles J. Griswold, Jr., 287 Main St., Oak Park, Mich. 20880; and James D. Leslie, 2345 22nd St., Birmingham, Mich. 20892**

In inventors' addresses such as **Lockland, Cincinnati, Ohio**, *not used with street address*, follow copy and use both names—except in New York.

When the street address is used give all places—even in New York, e.g.,

**10—341 Mason Ave., Great Neck,  
Long Island, N.Y. 34967**

Use of parentheses where mailing address is different from home address:

John Jones, Boston, Mass. (101 1st Ave., Cambridge, Mass. 14327); Henry Green, Washington, D.C. (3513 Madison St., Hyattsville, Md. 12971); and Richard Horton, Landover, Md. (856 N. Capitol St., Washington, D.C. 45321)

Rush D. Touton, Wynnewood, Pa. (% Wurton Machine Co., 9th St. and Columbia Ave., Philadelphia, Pa. 27610)

### LOWERCASE IN FOREIGN APPLICATIONS

The word *für* or *fuer* commonly found in German patents is always spelled with a lowercase "f".

Example: *Aktiengesellschaft für Drahtlose*.

The word *sur* found in French patents is printed:

Neully-sur-Seine, etc.

The word *vormals* or *vorm.* found in German patents is printed:

vormals Roessler, Berlin, or vorm. Roessler, etc.

Abbreviate:

St., Ave., Blvd., Bldg., Ser. No.  
N., E., S., W., NE., NW., SE., SW.  
1st, 2nd, 3rd, 4th, etc.

Rte. 2, P.O. Box 4, Box 8, R.F.D. 1, R.R. 3, R.D. 4  
Ave. of the Americas

All months except May, June, and July

Spell:

Circle, Court, Fort, Mount, Place, Square, Road, Terrace, Lane, Drive, Parkway, Highway

### MEANINGS OF SUFFIXES IN JAPANESE ADDRESS

#### Urban:

fu or ken—state (prefecture)  
shi—city  
ku—ward  
cho—street  
chome—substreet  
banchi—house number

#### Rural:

do, fu, ken—state  
gun—county  
machi—town  
mura—village

### SAMPLES OF HEAD STYLES WHEN INVENTOR IS DECEASED

(All others, follow copy and/or preparation)

Application filed by inventor who dies before patent is issued

Note use of semicolon in the following examples.

Leslie G. S. Slocum, San Francisco, Calif.; Frances J. Knauss, administratrix of said Leslie G. S. Slocum, deceased, assignor to The Brewer Tichener Corporation

William J. Gaven, Wilkes-Barre, Pa., and Michael Fried, Mount Vernon, N.Y.; Mary E. Gaven, administratrix of said William J. Gaven, deceased

Use or omission of word "by"

Copy should be followed in the use or omission of the word *by* shown in the two examples following, the second form being used when executrix files application.

Notice that the semicolon is supplanted by comma when *by* is inserted and that the words *deceased*, *late of* follow name of patentee.

Edmund C. Morgan, New York, N.Y.; Olive Eugenie Morgan, executrix of said Edmund C. Morgan, deceased

Edmund C. Morgan, New York, N.Y., by Olive Eugenie Morgan, executrix of said Edmund C. Morgan, deceased, assignor to John Smith



**When executrix has made application**

Edward L. Watrous, deceased, late of El Paso, Tex., by  
Agnes B. Watrous, executrix, Evanston, Ill.

[Supply *late of* when signed by executor, etc., cancel *late of* when signed by inventor]

**Form when assignment was made before the death of one patentee**

Henry Phillips, Ottumwa, Iowa, and William E. Hunt,  
deceased, late of Ottumwa, Iowa, by Josephine Hunt,  
administratrix, Ottumwa, Iowa; said Henry Phillips  
and said William E. Hunt assignors to Ottumwa Box  
Carloader Company, Ottumwa, Iowa

**When assignment is made by executrices**

Alonzo E. Rhodes, deceased, late of Dover-Foxcroft,  
Maine, by Annie Marie Boswell and May Margaret  
Boswell, executrices, Dover-Foxcroft, Maine, assignors  
to Draper Corporation, Hopedale, Mass.

**When no assignment is made**

Max E. Childs, deceased, late of Torrance, Calif., by  
Mary A. Childs, 25 Blake Ave., Tacoma, Wash.  
98424, and Stephen B. Childs, 1824 Banbury Drive,  
Spokane, Wash. 92218, heirs

**EXAMPLES OF CORRECT APPLICATION OF WORD "AND" IN HEADINGS**

Roy Cantwell, Springfield, *AND* H. C. Meyerson, Alex-  
andria, Va., *AND* Charles Worth, Silver Spring, Md.,

Sam Sherman (or names), Washington, D.C., Roy Cant-  
well, Springfield, Va., *AND* Charles Worth, Silver  
Spring, Md.,

Charles Worth *and* Ned Spain, Silver Spring, Md., *AND*  
Roy Cantwell, Springfield, Va.,

Roy Cantwell, Springfield, H. C. Johnson, Alexandria,  
*AND* Edward X. Spiller, Podunk Center, Va.,

Roy Cantwell *and* Milton Boyersen, Springfield, *AND*  
H. C. Meyerson, Alexandria, Va.,

H. C. Meyerson, Alexandria, *AND* Roy Cantwell *and*  
Wilton Wilson, Springfield, Va.,

Roy Cantwell, Milton Boyerson, *AND* William Klutter-  
beck, Springfield, Va.,

Roy Cantwell *and* Milton Benjamin, Springfield, H. C.  
Boyersen, Alexandria, *AND* Edward X. Spiller, Podunk  
Center, Va.,

Roy Cantwell *and* H. C. Majorbee, Springfield, Va., Sam  
Sherman *and* W. H. Rutgers, Washington, D.C., *AND*  
Robert B. Watson *and* John Murphy, Silver Spring,  
*and* Dick Aston *and* William von Fursen, College  
Park, Md., assignors to

Robert H. Watson, John Morrin, *and* Frank Nash, Wash-  
ington, D.C., Dick Anson *and* William von Petersen,  
Bladensburg, Md., *AND* Roy Cantwell, Springfield, Va.,  
assignors to

Walter Van Dirk, New Park, N.Y., *AND* Jack W. Veiss,  
Ridgefield, *AND* Arnold M. Horowitz, West Engle-  
wood, N.J., assignors to Interchange Corporation, New  
York, N.Y.

Ralph Edward Ogden, Cornwall, N.Y., *AND* Charles C.  
Thompson, Plainfield, *and* Arthur R. Van Tassell,  
Bayonne, N.J., assignors to J. Edward Ogden, Moun-  
tainville, N.Y.

**HEAD STYLE FOR FOREIGN PRIORITIES**

- Claims priority, application Australia, Mar. 29, 1959,  
53,575/59**
- Claims priority, application Austria, Nov. 13, 1964,  
A 52,946/64**
- Claims priority, application Belgium, June 10, 1963,  
3,645, Patent 561,020**
- Claims priority, application Canada, Nov. 19, 1963,  
5,789**
- Claims priority, application Czechoslovakia,  
June 10, 1963, 3,456/63**
- Claims priority, application Denmark, Sept. 28, 1961,  
4,891/61**
- Claims priority, application Egypt, Apr. 9, 1945  
(date only)**
- Claims priority, application Finland, Aug. 29, 1963,  
20,711/63**
- Claims priority, application France, June 10, 1964,  
456,789; May 25, 1963, 123,456, Patent 62,425**
- Claims priority, application France, Nov. 19, 1969,  
6939761; Nov. 19, 1970, 7036519**
- Claims priority, application Germany, Feb. 22, 1962,  
D 38,206; Feb. 26, 1964, D 40,309, D 40,310**
- Claims priority, application Germany, Jan. 28, 1969,  
P 19 04 102.2; Feb. 14, 1969, G 69 05 885.1**
- Claims priority, application Great Britain, Sept. 10, 1961  
35,809/61**
- Claims priority, application Hungary, Mar. 25, 1963,  
HE-386**
- Claims priority, application Italy, June 10, 1964,  
18,487/59; 19,462/62, Patent 6,435**
- Claims priority, application Japan, June 17, 1961,  
36/21,176; Aug. 8, 1961, 36/27,906**
- Claims priority, application Netherlands, Feb. 23, 1968,  
6802619; Apr. 23, 1969, 6905809**
- Claims priority, application Poland, May 11, 1967,  
P 350,480; Nov. 11, 1970, P 387,115**
- Claims priority, application Republic of South Africa,  
July 3, 1964, 64/299**
- Claims priority, application Spain, Aug. 21, 1965,  
304,601**
- Claims priority, application Sweden, July 14, 1960,  
326/60; July 15, 1960, 548/60**
- Claims priority, application Switzerland, Jan. 1, 1963,  
9,614/63; May 8, 1969, 7,087/69**
- Claims priority, application Norway, 26,809; 27,400  
(no date)**
- Claims priority, application Turkey, Nov. 13, 1961,  
12,419**

***** (All other Foreign Priorities, follow copy) *****

PV or Process Verbale does not print.

In designs, use date only—such as

**Claims priority, application Germany July 4, 1964**

## HEAD STYLES USED IN PATENTS, WITH REFERENCE TO THE UNITED STATES GOVERNMENT AND/OR AGENCIES OF THE GOVERNMENT

Address of a patentee in the Armed Forces of the United States is not usually given, but should be printed when written on file

John V. Rowan, United States Army, Aurora Heights, Va.

Note style, punctuation, and capitalization where assignment is made to the People of the United States and to the United States of America

John Doe, Chicago, Ill., assignor to the People of the United States

John Doe, Chicago, Ill., assignor to the People of the United States of America

John Doe, Chicago, Ill., assignor to the United States of America as represented by the Secretary of the Navy

When assignment is made to NASA

George M. Low, Deputy Administrator of the National Aeronautics and Space Administration, with respect to an invention of James A. Scholl, Riverside, Calif., and George R. Reynolds, Rochester, N.Y.

When township is given, county should also follow

Charlie Jasperson, Baldwin Township, Sherburne County, Minn.

"Doing business as" or "Trading as" follows name of inventor

Henry T. Roberts, doing business as H. T. Roberts Co., Chicago, Ill.

"Now by change of name" follows residence

Henry T. Roberts, Chicago, Ill., now by change of name H. T. Roberts Co.

Special provision lines in heads of patents (precede "claims" line)

(Filed under Rule 47)

(Filed under Rule 47(a) and 35 U.S.C. 116)

(Filed under Rule 47(b) and 35 U.S.C. 118)

## USE OF TRADEMARKS IN PATENTS

Proper usage of trademarks requires that they be capitalized at all times. The following is a partial list of trademarks which may appear from time to time in patents, and such marks should be capitalized. *Follow copy* regarding any apparent trademark not in this list.

Acoustical Labyrinth	Bitumastic	Chevron (machinery packing)
Adrenalin	Black Leaf 40	Chlorex
Aerosol (wetting agents)	Blue Rock (clay target)	Chloromycetin
Alemite	Bobble (bobby pin)	Chromax
Alpha (Protein)		Chromel (alloy)
Al Si Mag	Cab-O-Sil	Coca-Cola
Alumel	Calgon	Coke (beverage)
Alundum	Calrod	Corex
Ameripol	Camoquin	Cumar
Anchor (fence)	Carbitol	Cyclone (fence)
Aquadag	Carbofrax	
Areskap	Carborundum	
Aresket	Catalin	Dacron
Aresklene	Caterpillar (tread)	Danforth (anchor)
Atraumatic	Celanese	Decalin
	Celastec	Deepfreeze (home freezer)
Bactratycin	Cellosolve	De-Ion
Bakelite	Cellucotton (surgical dressing)	Di-Phenolic Acid
Band-Aid	Celluloid (plastics)	Dry Ice
Bathinette	Celotex	Dual-Seal
Benzedrine		



Dulux	Liquid Lead (ink)	Rockwell (tester)
Duraloy	Lucite	Roquefort
Duraplex	Lux	
Eldophor	Marinite	Santomerse
Electro-Silicon	Masonite	Scintillometer
Elon	Methocel	Scotch (pressure sensitive tape, etc.)
Emulphor	Micarta	Shakeproof
Epon	Microballoon(s)	Sheetrock
Erector	Modutrol	Snap-on
	Monel	Solvesso
Fascinator	Monotype	Sonar
Fathometer	Mycalex	Speed-Nut (fastener)
Fiberglas	Mylar	Steel-Flex
Filtrol		Stellite
Flexowriter	N.D.G.A.	Steri-Pad (surgical dressing)
Foamite	Nekal	Stifflex
Formica	Neon (signs)	Storm Choke
Freon	Nichrome	Straddle Truck
	Nico-fume	Styrofoam
Gantrisin	Ni-Resist	Sylphon
Geon	Nitralloy	Sylphrap
Glyptal	Nonex	Synchrotester
Go Kart		Synpor
Gyropilot	Oilgear	Syntron
Gyrosyn	Orlon	
		Tagalong Talon (fastener)
Helanca	Paraplex	Technicolor
Heliarc	Perbunan	Teflon
Heliweld	Perf-a-tape	Teletype
Heliwind	Permutit	Teletypesetter
Hercolyn	Phosphor bronze	Tenderay
Hipersil	Photostat	Tetralin
Hovercraft	Photronic	Textolite
Humatin	Phytin (pharmaceutical product)	Thenfadil
Hydrafrac	Ping-pong	Thermit
Hydroseal	Pitocin	Thermos (vacuum bottle)
Hyex	Plastacele	Thiokol
	Plexiglas	Transite
Igepon	Pliofilm	Triton
Invar	Pliollite	Trombone (sprayer)
Intertype (typesetting)	Pliowax	
Iron-Clad (Gloves)	Polane	Uformite
Ironclad (Batteries)	Polaroid	Urotropin
	Polyfoam	
Jeep	Polymerin	Vacumatic
Jet Line	Polynosic	Varsol
	Porocel	Vaseline
Kaltron	Primacord	Verichrome
Kodak	Priscoline	Victrola
Kodapak	Push-Back (theatre chairs)	Vinylite
Koroseal	Pyrallin	Vistac
Kovar	Pyrex	Vistanex (-Medium)
		Votator
Laminac		Vultex
Lastex	RAM (Random Access Memory)	Vycor
Lavite	Refinite	
Leatherette	Resinox	Yo-Yo
Lexide	Revertex	
Lightnin mixer	Ripple (sole)	Zip
Link (trainer)	Rockiath (plaster-board)	Zipper (heels)
Linotype		Zircaloy

## NOTES

## TRADEMARKS

Follow copy and general rules for Patents, unless contrary to instructions under this heading.

All information is on the face of the file, unless the words "See Inside" appear; in which case, see Statement, or amendments thereto, inside.

To verify data on file, refer to Statement, or amendments thereto (ONLY).

Names of firms and corporations should be followed exactly.

The word *drawing* should always be singular in trademarks.

Conversion to different Register under Rule 2.75 is shown in line with serial number and filing date.

Ser. No. 660,351, filed P.R. Jan. 1, 1957;  
Am. S.R. Feb. 28, 1958

Ser. No. 660,351, filed S.R. Jan. 1, 1957;  
Am. P.R. Feb. 28, 1958

When referring to wording on the mark:

- (1) Capitalize and quote the principal words.
- (2) In translating, use lowercase and quotes except in proper names; i.e.,

The wording "La Petite Maison" is translated "the little house."

- (3) When a claim or disclaimer is made to wording on the mark, the text should conform exactly.

Abbreviate:

Ave.	N.	1st
St.	E.	2nd
Bldg.	S.	3rd
Reg. No.	W.	4th
Ser. No.	NE.	10th, etc.
Bldg.	SW., etc.	

Spell:

Drive	Square	Terrace
Place	Road	Route
Highway		

*Doing business as, trading as*, or other words with like meaning, follow name of registrant.

*By change of name from, by merger from, assignee of*, or words with like meaning, follow residence.

In Multiple Class certificates, that is, a certificate combining under one registration number more than one class, a separate paragraph is used for the goods (or services) and class number of each class, these paragraphs being arranged in numerical order of classes.

The most important part of a registration is the reproduction of the mark. A defective or possibly wrong cut should be reported to the foreman.

Information on registration *above reproduction of mark* includes: date of issue, registration number, Register (Principal, Supplemental), type of mark (trademark, service mark, certification mark, collective mark, collective membership mark), serial number, and filing date.

Order of information *following reproduction of mark*:

- (1) Head (including name, State of incorporation, doing business as, address, assignor, change of name, etc.).
- (2) Goods, domestic class, and International Class.
- (3) Use.
- (4) Disclaimers.
- (5) Color lining, general description.
- (6) Limitations—Concurrent Use.
- (7) Ownership or, in case of foreign trademarks, priority.

## SAMPLES

**Head**

Solvic Société Anonyme (Belgian corporation)  
33 Rue Prince Albert  
Brussels, Belgium

Edmund Garrison, doing business as Garrison Dairy  
7 Downs St.  
Fairfax, Maine 04937

The Murray Company of Texas, Inc. (Delaware corporation), doing business as Boston Gear Works  
North Quincy, Mass.

Warner-Lambert Pharmaceutical Company  
1 W. 7th St.

New York, N.Y., by change of name from  
Warner-Hudnut, Inc. (Delaware corporation)  
New York, N.Y.

International Harvester Company (New Jersey corporation)  
10 Garrett St.  
Chicago, Ill., assignee of  
Russell C. Parrish  
Springfield, Ohio

**Goods and Class**

For: CANNED SALMON AND CANNED SHRIMP,  
in CLASS 46 (INT. CLS. 29 and 30).

For: PERSULFATES — NAMELY, POTASSIUM  
AND AMMONIUM—in CLASS 6 (INT. CL. 1).

**Use**

First use Aug. 13, 1947; in commerce Aug. 13, 1947.

First use June 1, 1927, on hydrogen peroxide, ammonium peroxide, and potassium persulfate; in commerce June 1, 1927.

First use on or about June 15, 1949; in commerce on or about June 15, 1949.

First use Aug. 20, 1952; in commerce Aug. 20, 1952; Jan. 4, 1927, as to "Troy."

**Disclaimer**

The representation of the derrick is disclaimed apart from the mark as shown.

The leaves of the tree appear in green color on the specimens and such color is claimed.

The drawing is lined for the color red but applicant does not restrict itself to the color red alone.

**Color—Description**

The drawing is lined for grey and red.

The trademark consists of a dotted line of pink placed in the selvage of the diaper. The drawing is lined for pink.

The mark translated means "the bayou."



**Limitations**

Applicant claims use for the area comprised by the States of Maine, Rhode Island, and Vermont. Concurrent use with Ser. No. 245,818.

**Ownership—Priority**

Owner of Reg. Nos. 435,043, 523,182, and 432,557.

Owner of French Reg. No. 000,000, dated May 4, 1955 (Seine); Natl. Inst. No. 000,000.

Priority claimed under Sec. 44(d) on Swedish application, filed May 4, 1955; Reg. No. 000,000, dated May 30, 1955.

**OFFICIAL GAZETTE****PATENTS**

All chapter heads in the Patents section of the Official Gazette are two-column heads and are set in 18-point Century expanded.

**NOTICES**

Follow copy in all special notices (i.e., notices signed by the Commissioner of Patents, an Assistant Commissioner, or other Patent Office official) under this head, observing Patent general rules on capitalization, quotes, and italic.

**Dedications**

2,758,865.—*Winfred M. Brooks*, West Orange, N.J. SEAL. Patent dated Aug. 14, 1956. Dedication filed June 16, 1971, by the assignee, *E. J. Brooks Company*.

Hereby dedicates to the Public the term thereof remaining after Oct. 1, 1970.

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3,325,988.—*Norman E. Klein and Edgar Dare Bolinger*, Spartanburg, S.C. BALANCED ELASTICIZED MULTIFILAMENT YARN. Patent dated June 20, 1967. Dedication filed June 22, 1971, by the assignee, *Deering Milliken Research Corporation*.

Hereby dedicates to the Public the entire terminal portion of the term thereof falling on and after Jan. 5, 1977.

**Disclaimers**


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2,524,797.—*Grover B. Holtzclaw*, Charlotte, N.C. TRAVELING CLEANERS FOR TEXTILE MACHINES OR THE LIKE. Patent dated Oct. 10, 1950. Disclaimer filed Feb. 28, 1958, by the assignee, *Parks-Cramer Company*.

Hereby enters this disclaimer to claim 6 of said patent.

**Patents Available for Licensing or Sale**


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2,714,202. RECORDING SYSTEM UTILIZING A SINGLE CONTROL SIGNAL CAPABLE OF CONTROLLING TWO CHARACTERISTICS OF THE SIGNAL (ADAPTABLE TO CONTROL TAPE SPEED). *Cook Electric Co.*, Patent Counsel, 6401 Oakton St., Morton Grove, Ill.

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General Electric Company is prepared to grant non-exclusive licenses under the following 2 patents upon reasonable terms to domestic manufacturers.

Applications for licenses under these patents should be addressed to: Patent Counsel, Lamp Division, General Electric Company, Nela Park, Cleveland, Ohio 44112.

2,241,968. LIGHT SOURCE.

2,300,963. ELECTRIC DISCHARGE LAMP CIRCUIT.

### Adverse Decisions in Interferences

In the designated interferences involving the indicated claims of the following patents, final decisions have been rendered that the respective patentees were not the first inventors with respect to the claims listed.

Reissue Patent No. 24,051, G. W. Wolcott, FLARING TOOL, decided Nov. 27, 1956, Interference No. 87,028, claim 1.

Patent No. 2,533,369, E. C. Hartwig, ELECTRONIC SEQUENCE TIMER, decided June 29, 1956, Interference No. 85,711, claim 6.

### Classification Order No. 215

The following transfer is hereby ordered to take effect on Monday, Mar. 4, 1957:

From Division 42 to Division 5

Class 116, SIGNALS AND INDICATORS.

M. C. ROSA,

Director, Patent Examining Division.

### PATENT SUITS

This head carries 6-point roman subhead:

Notices under 35 U.S.C. 290; Patent Act of 1952

1,912,539, 1,991,624, R. C. Paul, STOCKING FOOT; 2,657,478, W. J. Paul, HEEL CONSTRUCTION FOR FLIMSY FOOT COVERINGS; 2,687,528, same, TOE PROTECTOR FOR HOSE; 2,687,583, same, BLANK FOR STOCKING FOOT DEVICES, filed Dec. 28, 1956, D.C., S.D.N.Y., Doc. 116/73, *Sondra Undergarments Co., Inc. v. Richard Paul, Inc.*

2,476,334, A. S. Titcomb, ABRASIVE WHEEL; Re. 23,717 (of 2,501,422), same, ABRASIVE BLOCK OR SEGMENT, filed Dec. 29, 1956, D.C. Conn. (New Haven), Doc. 6495, *A. Shepard Titcomb v. Norton Co.*

(D.C. Vt.) Tatko Patent No. 2,693,926 (348—120), for PALLET, PLATFORM OR THE LIKE, Held valid and infringed. *Tatko Bros. Slate Co. v. Hannon*, 157 F. Supp. 277; 116 USPQ 53.

(D.C. Ark.) Entz Patent No. 2,762,359 (125—23), for STONE CUTTING MACHINE, Claims 4, 5, 6, 7, 13, and 14 Held invalid and not infringed; Claims 10, 11, and 12 Held valid and infringed. *Southwest Industrial Products, Inc. v. Ezee Stone Cutter Mfg. Co.*, 157 F. Supp. 208; 117 USPQ 24.

### REISSUES, PLANT PATENTS, PATENTS, DESIGNS

Material in the above-named chapters consists of the heading, drawing (or drawings), and claim (or claims) designated by the Patent Office, of each patent specification in numerical order. This material is picked up from the printed patent specification.

### TRADEMARKS

Chapter heads are 2-column heads, set 18-point Century expanded.

### NOTICES

Follow rules for Notices under Patents.

### Service by Publication

A petition to cancel the registration identified below having been filed, and this Office having been unable to obtain satisfactory service of notice of the proceeding, notice is hereby given that unless said registrant, its assigns or legal representatives shall enter an appearance within thirty days from the date of this publication, the cancellation will be proceeded with as in the case of default.

Gude Brothers, Kieffer Company, New York, N.Y., Reg. No. 176,181, Canc. No. 6848.

RICHARD A. WAHL,  
Assistant Commissioner of Patents.

### Trademark Suits

Notices under 15 U.S.C. 1116; Trademark Act of July 5, 1946

**Reg. No. 523,754** (CHRISTIAN DIOR), Christian Dior, Societe a Reponsabilite Limitee; **Reg. No. 537,846**, same; **Reg. No. 540,975**, same; **Reg. No. 541,088**, same; **Reg. No. 541,912**, same; **Reg. No. 543,994**, same; **Reg. No. 567,077**, same; **Reg. No. 569,038**, same; **Reg. No. 580,207**, same; **Reg. No. 592,225**, same; **Reg. No. 613,598** (DIOR), same; **Reg. No. 627,009** (CHRISTIAN DIOR), same; **Reg. No. 639,714**, same; **Reg. No. 658,550** (DIOR), same; **Reg. No. 666,045** (MADEMOISELLE DIOR), same; **Reg. No. 667,355** (CHRISTIAN DIOR), same, filed Feb. 8, 1971, D.C., E.D.N.Y. (Brooklyn), Doc. 71-C-142, *Christian Dior, S.A.R.L. et al. v. Daniel Castellano*. Default judgment for injunction filed, Apr. 6, 1971.

**Reg. No. 537,846.** (See Reg. No. 523,754.)

**Reg. No. 540,975.** (See Reg. No. 523,754.)

**Reg. No. 541,088.** (See Reg. No. 523,754.)

**Reg. No. 541,912.** (See Reg. No. 523,754.)

**Reg. No. 543,994.** (See Reg. No. 523,754.)

### MARKS PUBLISHED FOR OPPOSITION

Chapter head: 2 columns wide, 18-point Century expanded, with 6-point subhead.

Class head: Section 1, 8-point Century bold (c. 17); Section 2, 14-point Tempo heavy condensed (c. 140), flush left, overruns flush.

Information is given on face of file unless marked "See Inside"; in which case, see Statement (application), or amendments thereto, ONLY.

Set serial number, name, address, assignor, ownership of other registrations, disclaimer, color, goods, International Class, date of use (not use in commerce, except in the case of foreign applications), and filing date.

Reproduction of the mark always appears with published trademarks.

Set any interference set forth on face of file.

Capitalize principal words in identification of goods or services.

Disclaimed words appear in caps and lowercase, and are quoted.

Abbreviate month when followed by date.

Abbreviate *doing business as* to *d.b.a.*

Except in the case of foreign nationals, the registration number only (not the date) is given in claiming ownership of other registrations.

Applications of foreign nationals may or may not carry date of first use. If it is carried on file, set this date; also use in commerce.

Follow copy on priority based on ownership of foreign registrations.

SN 684,105. Bemis Bro. Bag Company, St. Louis, Mo. Filed Mar. 24, 1955.

(Reproduction of mark)

Applicant makes no claim to the words "All Wet Strength" or "Potato Bag" apart from the mark shown. Owner of Reg. No. 549,099.

For Paper Bags (Int. Cl. 16).

First use Feb. 8, 1950.

SN 15,727. The Purdue Frederick Company, New York, N.Y. Filed Sept. 14, 1956.

(Reproduction of mark)

Owner of Reg. Nos. 412,098, 593,186, and others.

For Porcelain Glaze, Clear Plastic, Aluminum Paint, and Enamels in Various Colors, Sold in Aerosol Spray Containers.

First use July 1954.

Subj. to Intf. with SN 12,154.



SN 15,938. Blaupunkt-Werke GMBH, Hildesheim, Germany.  
Filed Sept. 19, 1956.

(Reproduction of mark)

Owner of German Reg. No. 612,541, dated Oct. 11, 1951.

For Radio Receiving Apparatus and Television Receiving Sets.

First use in 1935; in commerce summer 1956; in 1928 as to "Blue Spot" on radios.

SN 12,635. Dana E. Keech, d.b.a. Keech Manufacturing Co.,  
Los Angeles, Calif. Filed July 23, 1956.

Priority claimed under Sec. 44(d) on Swiss Reg. No.  
158,669, dated Nov. 12, 1955.

Priority claimed under Sec. 44(d) on French Reg. No.  
454,731, dated Dec. 23, 1955 (Seine); Natl. Inst. No. 56,251.

### **Amendment to Different Register Under Rule 2.75**

SN 653,928. Research Laboratories, Inc., St. Joseph, Mo.  
Filed S.R. 8-4-55; Am. P.R. 9-3-57.

### **Collective and Concurrent Use Marks**

In the case of a Collective Mark (other than Collective Membership Marks), or a mark having Concurrent Use, these terms are inserted following the filing date. Territory to which mark is restricted is shown.

SN 682,382. Associated Blue Lake Green Bean Cannery, Inc.,  
Portland, Oreg. Filed Feb. 28, 1955. COLLECTIVE MARK.

SN 21,194. John Jones Corp., Buffalo, N.Y. Filed Aug. 6,  
1957. CONCURRENT USE.

Applicant claims use for the area comprising the States of  
Virginia, West Virginia, New Jersey, Connecticut, and Rhode  
Island.

### **Service Marks (2-column head—14-point Century expanded)**

These marks follow Trademarks and are set in same style.

### **Collective Membership and Certification Marks (2-column head—14-point Century expanded)**

These marks follow Service Marks—same style.

### **TRADEMARK REGISTRATIONS ISSUED—PRINCIPAL REGISTER**

Chapter head: 2 columns wide, 18-point Century expanded; subhead, 14-point Century expanded.

Class heads: 14-point Tempo heavy condensed (c. 140), flush left, overruns flush.  
No reproduction of the mark is shown under this head.

This section lists, by classes, the following information only:

Registration number, mark (word or word description only), registrant's name  
(including d.b.a. and assignments), serial number, date of publication, and  
date of filing.

640,447. BEAVER MEADOW. Beaver Meadow Creamery,  
Inc., d.b.a. Beaver Meadow Creamery. SN 539. Pub. 11-6-  
56. Filed 1-12-56.

### **Collective and Concurrent Use Marks**

COLLECTIVE MARK or CONCURRENT USE is inserted after serial number.  
No territory restriction is shown.

656,986. WEDGE LOCK AND DESIGN. Clay Sewer Pipe  
Association, Inc. SN 696,121. COLLECTIVE MARK. Pub.  
10-29-57. Filed 10-10-55.

**Multiple Class Certificate**

A trademark which has been previously published in more than one class may be embodied in a Multiple Class certificate when registered. All information is given under entry in lowest class. Registration number with reference to lowest class appears in other classes.

**In Class 5:**

646,967. PRESSTITE. American-Marietta Co., assignee of The Presstite Engineering Company. MULTIPLE CLASS (Classes 5, 10, and 14). SN 2,563, Pub. 2-26-57. Filed 2-13-56.

**In later classes:**

646,967. (See Class 5 for this trademark.)

**TRADEMARK REGISTRATIONS ISSUED—SUPPLEMENTAL REGISTER**

Class heads—same as Principal Register.

Mark is reproduced under this head.

All information must be incorporated in this publication, since these marks have not been published previously.

Information and style are the same as Trademark Registrations Published for Opposition, with two exceptions:

- (1) Serial number follows applicant's name and address.
- (2) No ownership of other registrations is carried, except on registrations by foreign nationals.

640,501. Revlon Products Corporation, New York, N.Y., assignee of Revlon, Inc., New York, N.Y. SN 697,847. Filed P.R. 11-7-55; Am. S.R. 11-6-56.

(Reproduction of mark)

For Toilet Water.

First use Oct. 14, 1955.

**TRADEMARK REGISTRATIONS RENEWED**

No reproduction of mark.

345,441. BRANDYBROOK. Cl. 49 (INT. CL. 33). 4-27-37.

**TRADEMARK REGISTRATIONS CANCELED**

No reproduction of mark.

**Section 7(d)**

282,297. DYVATEEN. Cl. 39. 4-14-31.

**Section 8**

277,266. KING MAUSOLUS. Cl. 2. 11-11-30.

*The following registrations issued May 1, 1951*

541,628. DOG HEAD (DESIGN). Cl. 23.

**Section 18**

343,427. CHOO CHOO. Cl. 46. 2-23-37.

**TRADEMARK REGISTRATIONS AMENDED, DISCLAIMED, ETC.**

628,052. SUNBEAM, Cl. 2. 6-5-56. Sunbeam Corporation, Chicago, Ill. Corrected: In column 2, line 3, both occurrences, "Oct. 26, 1955" should be *Oct. 26, 1954*.

## TRADEMARK REGISTRATIONS—NEW CERTIFICATES

399,470. OLD SOUTH AND DESIGN. Cl. 46. Hillsborough Packing Company, Inc. 1-5-43. New Cert. Sec. 7(c) to Pasco Packing Co., Dade City, Fla., 3-26-57.

## REGISTRATIONS PUBLISHED UNDER SEC. 12(c)

Reproduction of the mark is published.

Information is taken from the file.

Printed matter consists of: Registered number, filing date, name and address of registrant, either name and address of present owner of trademark or the notation "*Pub. by registrant*," and goods.

Disclaimers are printed.

342,618. Jan. 19, 1937. G. Henry Stetson, San Fernando, Calif. Pub. by John B. Stetson Company, Philadelphia, Pa.  
(Reproduction of mark)

For Hats and Caps for Men and Women.

343,758. Mar. 2, 1937. Sox Miller, Inc., Philadelphia, Pa.  
Pub. by registrant.

(Reproduction of mark)

"Clothes" is disclaimed.

For Men's Coats, Trousers, Vests, and Overcoats.

## OFFICIAL GAZETTE INDEX

## Abbreviate—

- (1) All dates; e.g., Nov. 24, 1953, to 11-24-53.
- (2) All commonly known words in firm names; e.g., *Company* to *Co.*; *Manufacturing* to *Mfg.*; *Corporation* to *Corp.*; etc.
- (3) *Change Renewed* and *Rerenewed* to *ren.*; *canceled* to *canc.*; *assignor* to *assor.*
- (4) Use *d.b.a.* for such phrases as *doing business as*, *trading as*, etc.

Do not abbreviate *now by merger*, *now by change of name*, *also known as*, and like terms.

Except for commonly known terms as *Co.*, *Inc.*, etc. (see (2) above), do not abbreviate any part of a firm name.

*Change amended* to *Am. 7(d)*.

In main entry, change *assignor* to *to*; *assignee* of to *from*.

In cross references, delete *assignor*, *assignee*, *trustee*, etc.

In Trademarks, all identical items whose numbers are consecutive are combined in main entry.

In Patents, cross references only are combined. Do not combine main entry.

## PATENTS

Patent index is divided into Patents, Defensive Publications, Reissue Patents, Plant Patents, and Design Patents.

Patent entries include—

- (1) Inventor or inventors.
- (2) Assignee(s).
- (3) Invention.
- (4) Patent number.
- (5) Date.
- (6) Classification.

In listing names of inventors in main entry: Print first name, middle initials, and last name of first inventor; initials and last name only of coinventors. If first inventor uses first initial and middle name, follow.

In cross references: Print first name, middle initial, and last name of first inventor; last name only of coinventors.

When coinventors have same family name, print as *Smith, J. C. and W. M.*

If initials of coinventors are alike, spell out first names of each.

If coinventors with same family name are senior and junior, repeat family name.



## EXAMPLES

Shaw, Harmon L. and E. C., to Perfecting Service Co. Swing joint pipe coupling. 2,831,709, 4-22-58, Cl. 285—185.

Shaw, Edwin C. : *See*—

Shaw, Harmon L. and E. C. 2,831,709.

Perfecting Service Co. : *See*—

Shaw, Harmon L. and E. C. 2,831,709.

Earls, William L., and A. B. Perry, to Schenley Industries, Inc. Packaging apparatus. 2,831,305, 4-22-58, Cl. 53—382.

Perry, Alwyn B. : *See*—

Earls, William L., and Perry. 2,831,305.

Schenley Industries, Inc. : *See*—

Earls, William L., and Perry. 2,831,305.

### Note manner of printing assignments to United States.

Anderson, Dale L., P. F. Shaffer, E. M. Harwell, R. H. Knowles, and E. F. Nash, to United States of America, Agriculture. Smear remover for power meat saws. 2,831,519, 4-22-58, Cl. 146—88.

United States of America

Agriculture : *See*—

Anderson, Dale L., Shaffer, Harwell, Knowles, and Nash. 2,831,519.

## TRADEMARKS

All trademarks are grouped under one head—Index of Registrants—which includes Registered, Renewed, Canceled, Amended, Disclaimed, Corrected, New Certificates, 12(c) Publications.

Trademarks Published for Opposition are not indexed.

Trademark entries include (where applicable)—

- (1) Registrant's name and address.
- (2) Assignor and address.
- (3) Registered number.
- (4) Publication or renewal date.
- (5) Whether canceled, amended, disclaimed, etc.
- (6) Trademark class.

Do not abbreviate names. In trademarks, two individuals presumably constitute a firm.

## EXAMPLES

Cordon Bleu Ltd., Montreal, Quebec, Canada. 660,848, pub. 2-4-58, Cl. 46.

Container Co., The, Van Wert, Ohio, by Continental Can Co., Inc., New York, N.Y. 415,220, 12(c) pub. 4-22-58, Cl. 2.

Cherry Growers Packing Co., to Cherry Growers, Inc., Traverse City, Mich. 354,039, ren. 2-1-58, Cl. 46.

Cresca Co., Inc., New York, N.Y. 660,891, Cl. 46.

Compu Corp., The, Rutherford, N.J. 555,624, canc. Cl. 44.

Beard, Eugene Nelson, Inc., New York, N.Y. 361,469, Am. 7(d). Cl. 38.

Marcus Brothers Textile Corp., New York, N.Y. 656,875-6, pub. 10-22-57, Cl. 42.

Brown, Mary, and Thomas Jones, New York, N.Y. 665,417, pub. 7-1-58, Cl. 51.

# 22. CONGRESSIONAL RECORD

## LAWS AND RULES FOR PUBLICATION OF THE CONGRESSIONAL RECORD

### CODE OF LAWS OF THE UNITED STATES

**TITLE 44, SECTION 901. CONGRESSIONAL RECORD: ARRANGEMENT, STYLE, CONTENTS, AND INDEXES.**—The Joint Committee on Printing shall control the arrangement and style of the CONGRESSIONAL RECORD, and while providing that it shall be substantially a verbatim report of proceedings, shall take all needed action for the reduction of unnecessary bulk. It shall provide for the publication of an index of the CONGRESSIONAL RECORD semimonthly during and at the close of sessions of Congress. (Oct. 22, 1968, c. 9, 82 Stat. 1255.)

**TITLE 44, SECTION 904. CONGRESSIONAL RECORD: MAPS; DIAGRAMS; ILLUSTRATIONS.**—Maps, diagrams, or illustrations may not be inserted in the RECORD without the approval of the Joint Committee on Printing. (Oct. 22, 1968, c. 9, 82 Stat. 1256.)

EFFECTIVE FEBRUARY 10, 1970

To provide for the prompt publication and delivery of the CONGRESSIONAL RECORD the Joint Committee on Printing has adopted the following rules, to which the attention of Senators, Representatives, and Delegates is respectfully invited:

1. *Arrangement of the daily Congressional Record.*—The Public Printer shall arrange the contents of the daily CONGRESSIONAL RECORD as follows: The Senate proceedings shall alternate with the House proceedings in order of placement in consecutive issues insofar as such an arrangement is feasible, and Extensions of Remarks and Daily Digest shall follow: *Provided*, That the makeup of the CONGRESSIONAL RECORD shall proceed without regard to alternation whenever the Public Printer deems it necessary in order to meet production and delivery schedules.

2. *Type and style.*—The Public Printer shall print the report of the proceedings and debates of the Senate and House of Representatives, as furnished by the official reporters of the CONGRESSIONAL RECORD, in 7½-point type; and all matter included in the remarks or speeches of Members of Congress, other than their own words, and all reports, documents, and other matter authorized to be inserted in the CONGRESSIONAL RECORD shall be printed in 6½-point type; and all rollcalls shall be printed in 6-point type. No italic or black type nor words in capitals or small capitals shall be used for emphasis or prominence; nor will unusual indentions be permitted. These restrictions do not apply to the printing of or quotations from historical, official, or legal documents or papers of which a literal reproduction is necessary.

3. *Return of manuscript.*—When manuscript is submitted to members for revision it should be returned to the Government Printing Office not later than 9 o'clock p.m. in order to insure publication in the CONGRESSIONAL RECORD issued on the following morning; and if all of the manuscript is not furnished at the time specified, the Public Printer is authorized to withhold it from the CONGRESSIONAL RECORD for 1 day. In no case will a speech be printed in the CONGRESSIONAL RECORD of the day of its delivery if the manuscript is furnished later than 12 o'clock midnight.

4. *Tabular matter.*—The manuscript of speeches containing tabular statements to be published in the CONGRESSIONAL RECORD shall be in the hands of the Public Printer not later than 7 o'clock p.m., to insure publication the following morning. When possible, manuscript copy for tabular matter should be sent to the Government Printing Office 2 or more days in advance of the date of publication in the CONGRESSIONAL RECORD. Proof will be furnished promptly to the Member of Congress to be submitted by him instead of manuscript copy when he offers it for publication in the CONGRESSIONAL RECORD.

5. *Proof furnished.*—Proofs or "leave to print" and advance speeches will not be furnished the day the manuscript is received but will be submitted the following day, whenever possible to do so without causing delay in the publication of the regular proceedings of Congress. Advance speeches shall be set in the CONGRESSIONAL RECORD style of type, and not more than six sets of proofs may be furnished to Members without charge.

6. *Notation of withheld remarks.*—If manuscript or proofs have not been returned in time for publication in the proceedings, the Public Printer will insert the words "Mr. — addressed the Senate (House or Committee). His remarks will appear hereafter in Extensions of Remarks" and proceed with the printing of the CONGRESSIONAL RECORD.

7. *Thirty-day limit.*—The Public Printer shall not publish in the CONGRESSIONAL RECORD any speech or extension of remarks which has been withheld for a period exceeding 30 calendar days from the date when its printing was authorized: *Provided*, That at the expiration of each session of Congress the time limit herein fixed shall be 10 days, unless otherwise ordered by the committee.

8. *Corrections.*—The permanent CONGRESSIONAL RECORD is made up for printing and binding 30 days after each daily publication is issued; therefore all corrections must be sent to the Public Printer within that time: *Provided*, That upon the final adjournment of each session of Congress the time limit shall be 10 days, unless otherwise ordered by the committee: *Provided further*, That no Member of Congress shall be entitled to make more than one revision. Any revision shall consist only of corrections of the original copy and shall not include deletions of correct material, substitutions for correct material, or additions of new subject matter.

9. The Public Printer shall not publish in the CONGRESSIONAL RECORD the full report or print of any committee or subcommittee when the report or print has been previously printed. This rule shall not be construed to apply to conference reports.

10. *Makeup of the Extensions of Remarks.*—Extensions of Remarks in the CONGRESSIONAL RECORD shall be made up by successively taking first an extension from the copy submitted by the official reporters of one House and then an extension from the copy of the other House, so that Senate and House extensions appear alternately as far as possible. The sequence for each House shall follow as closely as possible the order or arrangement in which the copy comes from the official reporters of the respective Houses.



The official reporters of each House shall designate and distinctly mark the lead item among their extensions. When both Houses are in session and submit extensions, the lead item shall be changed from one House to the other in alternate issues, with the indicated lead item of the other House appearing in second place. When only one House is in session, the lead item shall be an extension submitted by a Member of the House in session. This rule shall not apply to CONGRESSIONAL RECORDS printed after the sine die adjournment of the Congress.

11. *Official reporters.*—The official reporters of each House shall indicate on the manuscript and prepare headings for all matter to be printed in Extensions of Remarks and shall make suitable reference thereto at the proper place in the proceedings.

12. *Two-page rule—Cost estimate from Public Printer.*—(1) No extraneous matter in excess of two printed RECORD pages, whether printed in its entirety in one daily issue or in two or more parts in one or more issues, shall be printed in the CONGRESSIONAL RECORD unless the Member announces, coincident with the request for leave to print or extend, the estimate in writing from the Public Printer of the probable cost of publishing the same. (2) No extraneous matter shall be printed in the House proceedings or the Senate proceedings, with the following exceptions: (a) Excerpts from letters, telegrams, or articles presented in connection with a speech delivered in the course of debate; (b) Communications from State Legislatures; (c) Addresses or articles by the President and the Members of his Cabinet, the Vice President, or a Member of Congress. (3) The official reporters of the House or Senate or the Public Printer shall return to the Members of the respective House any matter submitted for the CONGRESSIONAL RECORD which is in contravention of these provisions.

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#### SENATE SUPPLEMENT TO "LAWS AND RULES FOR PUBLICATION OF THE CONGRESSIONAL RECORD"—EFFECTIVE FEBRUARY 10, 1970

1. Statements brought to the Chamber for insertion in the body of the RECORD will be accepted at the desk by the Legislative Clerk when presented only by a Senator himself. The statements will be reviewed by the Parliamentarian and the Chief of Official Reporters of the Senate for compliance with the rules and traditions of the Senate.

2. All such statements will thereafter be printed in the body of the RECORD, but shall first be gathered editorially by the Chief of Official Reporters in that section of the daily CONGRESSIONAL RECORD normally reserved for the transaction of morning business under a separate heading, "Additional Statements."

3. Statements may be printed at other locations in the RECORD only when, in accordance with the editorial judgment of the Chief of Official Reporters, it is essential to do so in the interest of continuity and germaneness.

4. Statements which may be presented at the desk so late in the day as to have no sequential relationship to the morning business, shall be held over for the next day's printing, on advice to the presenting Senator, or alternatively go, with his consent, into the "Extensions of Remarks" section of the RECORD.

5. All statements accepted under paragraphs (1) to (4), inclusive, shall be printed in 7½-point type, except those parts which, while intrinsic, are insertions of themselves, such as editorials, letters and telegrams, newspaper and magazine articles, statistics, citations, quotations, speeches, and other papers. These shall continue to be printed in 6½-point type.

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#### HOUSE SUPPLEMENT TO "LAWS AND RULES FOR PUBLICATION OF THE CONGRESSIONAL RECORD"—EFFECTIVE DECEMBER 29, 1970

1. *Extensions of Remarks in the daily Congressional Record.*—When the House has granted leave to print (1) a newspaper or magazine article, or (2) any other matter not germane to the proceedings, it shall be published under Extensions of Remarks. This rule shall not apply to quotations which form part of a speech of a Member, or to an authorized extension of his own remarks: *Provided*, That no address, speech, or article delivered or released subsequently to the sine die adjournment of a session of Congress may be printed in the CONGRESSIONAL RECORD. One-minute speeches delivered during the morning business of Congress shall not exceed 300 words. Statements exceeding this will be printed following the business of the day.

2. Any extraneous matter included in any statement by a Member, either under the 1-minute rule or permission granted to extend at this point, will be printed in the "Extensions of Remarks" section, and that such material will be duly noted in the Member's statement as appearing therein. One-minute speeches delivered during the morning business of Congress shall not exceed 300 words. Statements exceeding this will be printed following the business of the day.

3. Under the general leave request by the floor manager of specific legislation only matter pertaining to such legislation will be included as per the request. This, of course, will include tables and charts pertinent to the same, but not newspaper clippings and editorials.

4. In the makeup of the portion of the RECORD entitled "Extensions of Remarks," the Public Printer shall withhold any Extensions of Remarks which exceed economical press fill or exceed production limitations. Extensions withheld for such reasons will be printed in succeeding issues, at the direction of the Public Printer, so that more uniform daily issues may be the end result and, in this way, when both Houses have a short session the makeup would be in a sense made easier so as to comply with daily proceedings, which might run extremely heavy at times.

5. The request for a Member to extend his or her remarks in the body of the RECORD must be granted to the individual whose remarks are to be inserted.

### GENERAL RULES

The rules governing document work apply to the Congressional Record, except as may be noted herein. The same general style should be followed in the permanent Record (bound Record) as is used in the daily Record. All should familiarize themselves with the exceptions and the forms peculiar to the Record.



Daily and permanent Record texts are set in 7½-point type on 8½-point slug. Extracts are set in 6½-point type on 7½-point slug, "FIC & punc." Quoted matter in 7½ point is to be treated as "FIC & punc."

Headings set in 7½-point caps will be set on 8½-point slug; no leads between lines, but 2 leads to be used under heading.

An F-dash will be used preceding 7½-point cap lines in proceedings in Senate and House, with 2 leads above and below.

All 6½-point headings to be set on 7½-point slug, with 1 lead above and below.

All 6½-point extracts require 1 lead above and 2 leads below, except for poetry and leaderwork, where 2 leads are used above and below.

All extracts are set in 6½-point type unless otherwise ordered by the Joint Committee on Printing.

Except as noted below, all communications from the President must be set in 7½-point type, but if such communications contain extracts, etc., the extracts are set in 6½-point type.

An address of the President delivered outside of Congress or referred to as an extract is set in 6½-point type.

A letter from the President to the Senate is set in 6½-point type when any form of treaty is enclosed that is to be printed in the Record in connection therewith. The letter is set in 6½-point type whether the treaty follows or precedes it or is separated from it by intervening matter.

In all quoted amendments and excerpts of bills and in reprinting bills, bill style is to be followed. Bill titles as used in Record briefs and History of Bills will follow Record style.

Profanity, obscene wording or extreme vulgarisms are to be deleted and a 3-em dash substituted therefor.

Instructions covering the measure and the size and kind of type for parallel columns in the Record will be given to operators when necessary, as the general style will depend upon the character of the matter.

In general, operators should avoid wide spacing. However, no letterspacing is permitted.

In correcting proof, operators must exercise great care to have such lines free from error.

Extreme caution must be used in making corrections in copy, and no important change will be made without authority.

Observe the lists of names of Senators and Representatives, committees of both Houses, and duplicate names. Changes caused by death, resignation, or otherwise must be noted. There is no excuse for error in the spelling of names of Senators, Representatives, or department officials. In case of doubt, the Congressional Directory will be the authority.

Datelines should be followed on Extensions of Remarks. If any question arises as to the proper date to be used the referee in charge of the Record must be consulted in the Linotype Section and/or the Proof Section.

Indented matter in leaderwork will be 1 em only.

Queries must not be made on proofs. In case of doubt, readers will consult the Referee in charge of the Record.

## CAPITALIZATION

(See also Guide to Capitalization, p. 33)

If the name of the Congressional Record is mentioned, it must be set in caps and small caps and never abbreviated, even when appearing in citations.

The name of a Senator or a Representative preceding his direct remarks is set in caps and is followed by a period with equal spacing to be used.

The name of a Senator or a Representative used in connection with a bill or other paper—that is, in an adjectival sense—is lowercased, as the Glass bill, the Smith amendment, etc.; but SMITH's amendment, etc.

The names of Members and Members-elect of both branches of the Congress, including those of the Vice President and Speaker, will be printed in caps and small caps if mention is made of them, except in "FIC and punc." matter.

Deceased Members' names will be set in caps and small caps in eulogies only on the first day the House or Senate is in session following death of Member, in speeches carrying date when Member was eulogized, or on memorial day in Senate and House. Eulogy day in one House will be treated the same in the other.

Certificates of Senators-elect of a succeeding Congress are usually presented to the current Congress, and in such cases the names of the Senators-elect must be in caps and small caps.

Names of Members of Congress must be set in lowercase in votes, in lists set in columns, in the list of standing and select committees, in contested-election cases, in lists of pairs, and in all parts of tabular matter (head, body, and footnotes). (See under Pairs, p. 336.)

Observe that the names of all persons not certified Members of Congress are to be set in lowercase; that is, names of secretaries, clerks, messengers, and others.

Names of proposed boards, commissions, services, etc., are capitalized.

Capitalize principal words and quote after each of the following terms: *Address, article, book, caption, chapter heading, editorial, essay, heading, headline, motion picture or play* (including TV or radio program), *paper, poem, report song, subheading, subject, theme*, etc. Also, following the word *entitled*, except with reference to bill titles which are treated as follows: "A bill (or an act) transferring certain functions of the Price Administrator to the Petroleum Administrator for War," etc. (See rules 3.52, 8.133.)

## CONTRACTIONS

If a Senator's or a Representative's remarks contain contractions such as *don't, can't, won't, didn't, couldn't, and wouldn't*, spell in full, but avoid forms that are outmoded or awkward. Instead of *do not they, cannot they, will not they*, etc., use *do they not, can they not, will they not*. Do not change well-founded historical utterances or expressions made popular by continued use on television, radio, or in the press. Use quotation marks and say, "Don't shoot until you see the whites of their eyes," "Let's look at the record." Follow contractions in 6½-point extracts and when quoted in 7½-point text or when used as a heading over 7½-point type when it is the title of the article in 6½-point type. The abbreviation *etc.* must be made to read *and so forth*, except in extracts and headings.

## FIGURES

The general rules set forth under "Numerals" (p. 179) will apply to the use of figures in the Record.

Copy will be followed with respect to use of ciphers and the words "million" and "billion"; 40,000,000,000 or 40 billion, etc.

In a Member's language (7½ point), when numbered items are used, they are to read *first, second, third*, etc. In 6½-point excerpts, either the numerals 1, 2, 3 or the words *first, second, third* may be used.

For ordinal numbers, follow rules 12.10-12.12.

## TABULAR MATTER AND LEADERWORK

Record tables may be set either one, two, or three columns in width, as follows:

One-column table: 14 picas, cast 28.3.

Two-column table: 28 picas 9 points, cast 57.15; half measure 28.1; must not exceed 6 inches in depth.

Three-column table: 43½ picas, cast 87.9; half measure, 21½ picas, cast 43.

Footnote(s) will be set 21½ picas, except when a single note is short and will make only one line of three-column width.

In leaderwork, a figure column is at least an en quad wider than the largest group of figures but not less than 2 ems.

## ITALIC

Italic, boldface, caps, or small caps shall not be used for emphasis; nor shall unusual indentions be used. This does not apply to literally reproduced quotations from historical, legal, or official documents. If italic other than restricted herein is desired, the words should be underscored and "Fol. ital." written on each folio. Do not construe this to apply to "Provided," "Provided further," "Ordered," "Resolved," "Be it enacted, etc.," titles following signatures or addresses, or the part of datelines which should be set in italic.

Names of vessels must be set in italic, except in headings, where they will be quoted.

The prayer delivered in either House must be set in 7½-point roman. If prefaced or followed by a quotation from the Bible, such quotation must be set in 7½-point italic.



When general or passing mention is made of a case, the title is set in roman, as *Smith Bros. case*, in 6½- and 7½-point type. When a specific citation is indicated and reference follows, use italic for title, as *Smith Bros. case* (172 App. Div. 149).

Titles of cases are always set in italic if followed by references; but, except as in casual use noted above, titles in 6½-point matter are italicized in "versus" cases whether or not references follow, as *United States v. Jones Lumber Co.*, but follow copy if it is marked "FIC and punc."

In 7½-point matter, when only the title of a case is given, set in roman and use *against* instead of the abbreviation of *versus*, as *United States against 12 Diamond Rings*.

For other examples of legal cases and references, see rules 9.45, 17.12.

When *versus* is used in other than legal phrases and for the purpose of showing contrast, it is not abbreviated or set in italic, as "airplanes versus battleships."

For contested-election cases, see page 355.

## MISCELLANEOUS

Do not quote any communication carrying date and signature. However, a letter (or other communication) bearing both date and signature that appears within a letter shall be quoted.

Do not put quotation marks on centerheads in 6½-point extracts unless centerheads belong to original matter.

In newspaper extracts, put place and date at beginning of paragraph. Use caps and small caps for name of place and roman lowercase for spelled-out date. Connect date and extract by a period and an em dash. If date and place are credited in a bracket line above extract, they need not be used again at the beginning of paragraph. (See p. 338 under "Credits.")

Each *Whereas* in a preamble must begin a new paragraph. The *Therefore be it* must be preceded by a colon and be run in with the last *Whereas*. *Be it* will run in with the word *Therefore*, but must not be supplied when not in copy. Note the following:

*Whereas* it has been deemed advisable to, etc. : *Therefore be it Resolved*, That the committee, etc.

In the titles of legal cases copy is followed as to spelling, abbreviations, and use of figures.

Use single punctuation in citations of cases and statutes:

*United States v. 12 Diamond Rings* (124 U.S. 329; R.S. p. 310, sec. 1748).

Indent star lines 2 ems on each side. Use five stars.

If a title is used as part of the name of an organization, vessel, etc., spell; thus, General U. S. Grant Post No. 76, Grand Army of the Republic.

The order of subdivision of the Constitution of the United States is as follows: article I, section 2, clause 3.

If an exhibit appears at the end of a speech, the head *Exhibit* is set in 6½-point caps and small caps.

In extracts containing votes the names must be run in, as Ellison of Maryland, Jackson, and Ramspeck, etc.

In a Senator's or a Representative's remarks, when amendments, sections, etc., are referred to by number, use *No.* before the figure even though *number* appears in copy. However, if intervening words separate the number and the term it identifies, use *numbered*. For example, Senate amendments Nos. 187 and 188, amendments of the Senate numbered 187 and 188; bill sections Nos. 10 and 11, sections of the bill numbered 10 and 11.

In text references to Senate and House reports and in executive and miscellaneous documents, the *No.* must always be supplied if not in copy; thus, House Report No. 92-75, Executive Document No. 92-20, Miscellaneous Document No. 37.

In headings and text references to resolutions and memorials, the *No.* is not used. Examples: *House Resolution 46*, *House Joint Memorial 3*, *Resolution 4*.

## In gross or en gros

When a bill comes to final action, in the presentment of amendments collectively for a vote, either the term "*in gross*" or the French equivalent "*en gros*" may be used.



## Use of double heads

This is something which has been entirely overlooked by the * * *.

[1 lead]

ANALYSIS OF SPECIFIC PROVISIONS OF THE  
COMMITTEE BILL

[1 lead]

AMENDMENTS CHANGING THE INTERSTATE  
COMMERCE PROVISIONS OF THE ACT

[1 lead]

As the law stands today, it applies  
only to an employee who * * *.

## EXECUTIVE PROGRAM

[2 leads]

## USE OF CAPS AND SMALL CAPS

[Names of Senators and Members are set in caps and small caps when in parentheses, leaderwork, or tabular matter.]

Mr. MARCH. (Name all caps when visitor addresses Senate or House.)

On Motion by (or of) Mr. BUTLER of Maryland, it was, etc.

The VICE PRESIDENT resumed the chair.

The PRESIDING OFFICER (Mr. FULBRIGHT). Shall the bill pass?

The SPEAKER called the House to order.

Mr. FULTON's amendment was adopted.

Mr. BROWN of Georgia took the floor and yielded to Mr. GRANT.

During the rollcall,

Mr. DONDERO said: If not paired, I would vote "no" on this bill.

A MEMBER. And debate it afterward.

SEVERAL MEMBERS. I object.

Mr. HILL, Mr. TAFT (and others). Let it be read.

Mr. JUDD (and others). Yes.

Mr. HOPE (and other Members). No.

Mr. JOHNSON of Colorado objected.

Mr. CANNON of Missouri addressed the Chair.

Mr. PATMAN rose.

Mr. ROBINSON of Utah subsequently said: Should we not, etc.

The ACTING SECRETARY. In line 11, after the word "Provided", it is proposed, etc.

Mr. EATON was recognized, and yielded his time to Mr. LANE.

Mr. KNOWLAND, a Senator from the State of California, appeared in his seat today.

ESTATE TAX CONVENTION WITH  
CANADA, INTERNATIONAL CON-  
VENTION FOR THE NORTH-  
WEST ATLANTIC FISHERIES,  
INTERNATIONAL CIVIL AVIA-  
TION

[2 leads]

ADDITIONAL COSPONSORS OF  
BILLS AND JOINT RESOLUTIONS

S. 659

## ADDITIONAL STATEMENTS

## THE FARM CREDIT ACT

Mr. HUGH D. SCOTT, JR., and Mr. HARDIE SCOTT rose to a point of order.

[When two Members from same State have same surname, full name is used.]

The SPEAKER proceeded to put the question on the motion of Mr. YATES.

The CHAIRMAN appointed Mr. HALE and Mr. TAYLOR as tellers.

Mr. COMBS. I desire to withdraw my vote of "no" and vote "present."

The Clerk (House) called the name of Mr. GAMBLE, and he answered "present."

The clerk (Senate) read Mr. KEM's amendment.

The legislative clerk will read it. The LEGISLATIVE CLERK. This bill will * * *.

Mr. REED entered the Chamber.

The Secretary proceeded to call the roll, and Mr. AIKEN answered "aye."

Mr. McKELLAR entered the Chamber and answered to his name.

Mr. LEHMAN and Mr. MORSE entered the Chamber and answered to their names.

After some delay, Mr. BYRD entered the Chamber and answered to his name.

[Extracts that consist of colloquies will use caps and small caps for names of persons speaking, as shown below:]

Mr. STIGLER. I think this bill is so well understood that no time will be required for its discussion.

Mrs. NORTON. Does this bill come from the Committee on Armed Services?

The SPEAKER. It does.

## SPECIAL ORDERS GRANTED

By unanimous consent, permission to address the House, following the legislative program and any special orders heretofore entered, was granted to:

Mr. REUSS, for 1 hour, on Wednesday, February 2.

Mr. GIBBONS (at the request of Mr. REUSS), for 1 hour, on February 2.

Mr. TALCOTT, today, for 10 minutes.

(The following Members (at the request of Mr. TERRY) and to revise and extend their remarks and include therein extraneous matter:)

Mr. ROBISON of New York, for 5 minutes, today.

Mr. MILLER of Ohio, for 5 minutes, today.

Mr. BROWN of Ohio, for 30 minutes, today.

[Note the following double action:]

(Mr. SIKES asked and was given permission to extend his remarks at this point in the RECORD and to include extraneous matter.)

[Mr. SIKES' remarks will appear hereafter in the Extensions of Remarks.]

(Mr. SIKES asked and was given permission to extend his remarks at this point in the RECORD and to include extraneous matter.)

[Mr. SIKES' remarks will appear hereafter in the Extensions of Remarks.]

## PUNCTUATION

Mr. MUNDT. Mr. President, I call up my amendment which is identified as "4-26-58-C," and ask that it be stated.

I should like to point out that the Senate is about to vote on the amendment which is designated as "4-26-58-C."

The bill was reported to the Senate as amended, and the amendment was concurred in.

The bill was reported to the Senate without amendment, ordered to be engrossed for a third reading, read the third time, and passed.

The bill was ordered to be engrossed for a third reading, read the third time, and passed.

The bill as amended was ordered to be engrossed and read a third time; and being engrossed, it was accordingly read the third time and passed.

The bill was ordered to a third reading, and it was accordingly read the third time and passed.

The bill was ordered to a third reading, was read the third time, and passed.

The bill was ordered to be engrossed and read a third time, was read the third time, and passed.

The title was amended so as to read: "A bill for the relief of Maude S. Burman."

A motion to reconsider was laid on the table. [House.]

[Use this form when title of bill is given.]

The bill was ordered to be engrossed and read a third time, was read the third time, and passed, and a motion to reconsider was laid on the table. [House.]

[Use this form when title of bill is not given.]

The bill was ordered to be engrossed and read a third time, was read the third time, and passed.

The amendments were ordered to be engrossed and the bill to be read a third time.

The amendment was agreed to, and the bill as amended was ordered to be engrossed and read a third time; and being engrossed, it was accordingly read the third time and passed.

There was no objection, and, by unanimous consent, the Senate proceeded, etc.

The question was taken, and the motion was agreed to.

The question being taken, the motion was agreed to.

There being no objection, the Senate, as in Committee of the Whole, proceeded to consider the bill, which had been reported from the Committee on Agriculture and Forestry with amendments.

The Secretary read the bill; and there being no objection, the Senate, as in Committee of the Whole, proceeded to its consideration.

Ordered to lie on the table and to be printed.

During the delivery of Mr. SMITH's speech,

As in executive session,

The Secretary read the bill; and, by unanimous consent, the Senate, as in Committee of the Whole, proceeded to its consideration.

Mr. KERR, by unanimous consent, was granted leave to withdraw from the files of the House, without leaving copies, the papers in the case of John Jones, no adverse report having been made thereon.

Mr. WIER, Regular order! [or division!]

Mr. WALTER. Regular order, Mr. Chairman.

The Jones bill, to pension soldiers and sailors of the Civil War.

My friend the Senator from Massachusetts said it was a mistake.

Mr. GEORGE addressed the Senate. After having spoken for 35 minutes.

Mr. GILLETTE. Mr. President, if the Senator will yield for a moment.

After the second call of the roll,

Mr. PATMAN. Mr. Speaker, that has been agreed to.

[Note use of interrogation mark in the following:]

Mr. LODGE. Mr. President, what does this mean?—

We have never received a dollar of this amount.

A resolution of the Senate of the State of California: to the Committee on Interior and Insular Affairs:

#### "SENATE RESOLUTION 126

"Resolution relative to flood control and water conservation projects

"Whereas the great storms of December 1964 caused widespread flooding along the Sacramento River and its tributaries; and

"Whereas this flooding caused extensive damage along the Sacramento River and its tributaries in Tehama and Shasta Counties; and

"Whereas these projects could be integrated with the Federal Central Valley project: Now, therefore, be it

"Resolved by the Senate of the State of California, That the Congress of the United States, the U.S. Army Corps of Engineers, and the Bureau of Reclamation are respectfully * * *".

By Mr. WILLIAMS of New Jersey  
(for himself, Mr. KENNEDY of Massachusetts, Mr. KENNEDY of New York, Mr. CLARK, Mr. MCCARTHY, Mr. INOUE, Mr. DOUGLAS, Mr. YOUNG of Ohio, and Mr. BARTLETT):

S. 1866. A bill to amend the National Labor Relations Act, as amended, so as to make its provisions applicable to agriculture; to the Committee on Labor and Public Welfare:

Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled, That section 2(3) of the National Labor Relations Act, as amended, is amended by striking out the following phrase: "as an agricultural laborer, or".

Sec. 2. Section 8(f) of the National Labor Relations Act, as amended, is amended to read as follows:

"(f) It shall not be an unfair labor practice under subsections * * *".

### EXECUTIVE MESSAGES REFERRED

As in executive session, the Presiding Officer (Mr. MCINTYRE) laid before the Senate messages from the President of the United States submitting sundry nominations, which were referred to the appropriate committees.

(The nominations received today are printed at the end of Senate proceedings.)

### PARENTHESES AND BRACKETS

Mr. DONDERO. Mr. Speaker, I now yield 5 minutes to the gentleman from Pennsylvania (Mr. HUGH D. SCOTT, JR.).

(Mr. ELSTON of Ohio asked and was given permission to revise and extend his remarks in the RECORD.)

Mr. CANNON of Missouri. There is no "may not" about it. Here is the form in which they are printed [exhibiting].

Mr. BETTS. I am in hopes we shall be able to secure a vote on the bill tonight. ["Vote! Vote!"]

Mr. JONES (at 6 o'clock and 35 minutes p.m.). I move that the House adjourn. ["No! No!"]

Mr. BYRNES (to Mr. FORAND). Are these vessels of iron?

Mr. HULL. The Chair rather gets me on that question. [Laughter.] I did not rise. [Cries of "Vote! Vote!"]



Mr. KARSTEN (one of the tellers). I do not desire to press the point that no quorum has voted.

The CHAIRMAN (after a pause). If no gentleman claims the floor, the Clerk will proceed with the reading of the bill.

Mr. WATTS. Then he is endeavoring to restrict the liberty of the individual in the disbursement of his own money. [Applause on the Republican side.]

Mr. KENNEDY. Mr. Speaker, I desire to ask unanimous consent that the time of the gentleman— [Cries of "Regular order!"]

Mr. McCORMACK was recognized and said: I will yield 3 additional minutes to the gentleman from Ohio.

Lay on, Macduff;

And damn'd be him that first cries,  
"Hold, enough!"

[Laughter.]

The SPEAKER. Is there objection to the consideration of this bill at this time? [After a pause.] There is no objection.

The House accordingly resolved itself into the Committee of the Whole on the Private Calendar (Mr. KERR in the chair) and proceeded to the consideration of pending business on the Private Calendar.

In Senate copy a Senator is referred to as "the Senator from ——— (Mr. ———)." Do not supply any part of the above if it does not appear in copy.

Whenever in House copy Members are referred to as "Mr. MOTT, of Oregon," etc., copy shall be changed to read "the gentleman from Oregon (Mr. MOTT)."

Note that parentheses are used only when *Mr.* appears in copy.

See also use of *Mr.* in explanation of votes under "Pairs," p. 336.

When Members are referred to as "Representative PACE," "WRIGHT PATMAN," "Congressman RANKIN," etc., change copy to read "the gentleman from Georgia, Representative PACE," "the gentleman from Texas, WRIGHT PATMAN," "the gentleman from Mississippi, Congressman RANKIN." *The gentleman from*, with the name of State, must be supplied when not in copy.

The CHAIRMAN [rapping with his gavel]. Debate is exhausted.

Mr. JONES [reading]:

Mr. JONES. Yes. [Reading:]

When in the course of human events, etc.

[Mr. REED of New York addressed the House. His remarks will appear hereafter in the Extensions of Remarks.]

[Mr. RODINO's speech will be published entire after it shall have been completed.]

[Or the following, which this Office is authorized to insert, observing that 2 leads are used on each side of "withhold" lines:]

[Mr. NIXON addressed the Senate. His remarks will appear hereafter.]

[Mr. HALLACK addressed the Committee [or House]. His remarks will appear hereafter.]

[Names of Senators or Representatives appearing in remarks of other Members of Congress must be enclosed in parentheses, except in listing of tellers or when some other title than *Mr.* is used, as in the following examples:]

Mr. SMITH of Virginia. The gentleman from Washington (Mr. HOLMES) stated that he would support the measure.

Mr. COOPER. The gentleman from Minnesota, Dr. JUDD, stated that he would support the measure.

## VOTING IN THE HOUSE AND IN COMMITTEE OF THE WHOLE

Note that a dash is used only when a comma is necessary to separate the ayes and noes. If only the ayes or the noes are given, no punctuation is to be used. If the word *and* is used to connect the ayes and noes, as *ayes 52 and noes 65*, or *52 ayes and 65 noes*, the dash is omitted after the word *were* or *being*.

On the question of ordering the yeas and nays there were 18 ayes and 88 noes.

The question was taken; and on a division (demanded by Mr. POLK) there were—ayes 69, noes 66.

The House divided; and there were—ayes 52, noes 65.

So (no further count being called for) the amendment of Mr. SMITH of Virginia was not agreed to.

So (two-thirds voting in favor thereof) the rules were suspended, and the bill was passed.

The Committee divided amid confusion; and after the vote was completed,

The CHAIRMAN. On this question the tellers report—ayes 99, noes 101.

The CHAIRMAN. The gentleman raises the point of no quorum. The Chair will count. [After counting.] Two hundred and seventeen present, a quorum. The noes have it, and the amendment is rejected.

The question being taken on the motion of Mr. BUSH to suspend the rules and pass the bill, it was agreed

to (two-thirds voting in favor thereof).

So (the affirmative not being one-fifth of the whole vote) the yeas and nays were not ordered.

The question was taken by a viva voce vote, and the Speaker announced that two-thirds appeared to have voted in the affirmative and [after a pause] that the bill was passed.

So (two-thirds voting in favor thereof) the motion to suspend the rules was agreed to, and the bill was passed.

Two-thirds voting in favor thereof, the rules were suspended, and the bill was passed.

The question was taken; and in the opinion of the Chair two-thirds having voted in favor thereof, the rules were suspended, and the bill was passed.

The question was taken; and two-thirds having voted in favor thereof, the rules were suspended, and the bill was passed.

The yeas and nays were ordered, there being 43 in the affirmative, more than one-fifth of the last vote.

The question being taken on Mr. KENNEDY's motion, there were—ayes 18, noes 35.

The question being taken on concurring in the amendments of the Senate, there were—ayes 101, noes 5.

Tellers were ordered, and Mr. KELLEY and Mr. MASON were appointed.

The SPEAKER. The Chair appoints as tellers the gentleman from Oklahoma, Mr. DURHAM, and the gentleman from Virginia, Mr. SMITH.

[Do not use parentheses on names in above paragraph.]

The House again divided; and the tellers reported—ayes 113, noes 33.

On the question of ordering the yeas and nays there were ayes 30.

The yeas and nays were ordered, 55 Members voting in favor thereof.

On the question of ordering the yeas and nays there were—ayes 21, noes 93; less than one-fifth voting in the affirmative.

On the question of ordering tellers there were ayes 20, not one-fifth of a quorum.

The question was taken upon ordering tellers, and there were 19 in the affirmative, not one-fifth of a quorum.

Tellers on the yeas and nays were not ordered, only 17 Members voting therefor, not one-fifth of a quorum.

The previous question was ordered, and, under the operation thereof, the bill was ordered to be engrossed and read a third time; and being engrossed, it was accordingly read the third time and passed.

The previous question was ordered, and, under the operation thereof, the amendment was agreed to.

The question being taken on the motion of Mr. TAYLOR, it was agreed to; there being—ayes 141, noes 14.

## VOTING BY YEAS AND NAYS

### Senate

#### VOTE

The PRESIDING OFFICER (Mr. MONDALE). Pursuant to rule XXII, a rollcall has been had, and a quorum is present.

The question before the Senate is, Is it the sense of the Senate that debate on S. 2515, a bill to further promote equal employment opportunities for American workers, should be brought to a close?

The yeas and nays are mandatory under the rule.

The clerk will call the roll.

The assistant legislative clerk called the roll.

Mr. ROBERT C. BYRD. I announce that the Senator from Indiana (Mr. BAYH), the Senator from Alaska (Mr. GRAVEL), the Senator from Indiana

(Mr. HARTKE), the Senator from Minnesota (Mr. HUMPHREY), the Senator from Washington (Mr. MAGNUSON), the Senator from South Dakota (Mr. McGOVERN) and the Senator from Maine (Mr. MUSKIE) are necessarily absent.

I further announce that the Senator from Nevada (Mr. CANNON) is absent on official business.

I further announce that, if present and voting, the Senator from South Dakota (Mr. McGOVERN), the Senator from Washington (Mr. MAGNUSON), the Senator from Minnesota (Mr. HUMPHREY), and the Senator from Indiana (Mr. HARTKE) would each vote "yea."

Mr. GRIFFIN. I announce that the Senator from Tennessee (Mr. BAKER), the Senator from Pennsylvania (Mr.



SCOTT), and the Senator from Ohio (Mr. TAFT) are necessarily absent.

The Senator from South Dakota (Mr. MUNDT) is absent because of illness.

If present and voting, the Senator from Pennsylvania (Mr. SCOTT) and the Senator from Ohio (Mr. TAFT) would each vote "yea."

The yeas and nays resulted—yeas 53, nays 35, as follows:

[No. 30 Leg.]

#### YEAS—53

Alken	Hart	Pastore
Allott	Hatfield	Pearson
Anderson	Hughes	Pell
Beall	Inouye	Percy
Bellmon	Jackson	Proxmire

#### NAYS—35

Allen	Eastland	Long
Bennett	Ellender	McClellan
Bible	Ervin	Miller

#### NOT VOTING—12

Baker	Hartke	Mundt
Bayh	Humphrey	Muskie
Cannon	Magnuson	Scott
Gravel	McGovern	Taft

The PRESIDING OFFICER (Mr. COTTON). On this vote there are 53 yeas and 35 nays. Two-thirds of the Senators present and voting not having voted in the affirmative, the cloture motion is rejected.

The rollcall was concluded; and the result was announced—yeas 27, nays 31, as follows:

The result was announced—yeas 63, nays 0, as follows:

The yeas and nays were ordered; and being taken, resulted—yeas 18, nays 32, as follows:

The question being taken by yeas and nays, resulted—yeas 37, nays 29, as follows:

Mr. HILL called for the yeas and nays, and they were ordered; and being taken, resulted—yeas 27, nays 23, as follows:

[No. 66 Leg.]

#### YEAS—27

Bennett	Hayden	Ives
Butler, Md.	Hill	Robertson

#### NAYS—23

Brewster	Hoey	Russell
Bridges	Johnson, Colo.	Saltonstall

#### ANSWERED "PRESENT"—1

Butler, Nebr.

#### NOT VOTING—46

Case	Kilgore	Morse
Chavez	Langer	Smith, Maine
House		

The yeas and nays were ordered.

The Sergeant at Arms will notify

absent Members, and the Clerk will call the roll.

The question was taken; and there were—yeas 303, nays 2, not voting 126, as follows:

[Roll No. 12]

#### YEAS—303

Abernethy	Burlison, Mo.	Fisher
Abourezk	Burton	Flood
Adams	Byrne, Pa.	Flowers

#### NAYS—2

Devine	Hastings
--------	----------

#### NOT VOTING—126

Abbltt	Danielson	Kee
Abzug	Davis, Ga.	Leggett
Addabbo	Davis, S.C.	Lennon
Alexander	Dellums	Long, La.

The question was decided in the affirmative—yeas 193, nays 57, answered "present" 4, not voting 179, as follows:

The question on agreeing to the report of the committee of conference was taken; and there were—yeas 212, nays 82, answered "present" 5, not voting 134, as follows:

The question was taken; and there were—yeas 124, nays 111, answered "present" 2, reported by tellers 1, not voting 195, as follows:

[Roll No. 116]

#### YEAS—124

Abernethy	Gathings	Maas
Allen, La.	Gavagan	Madden

#### NAYS—111

Andersen,	Gavir	Mahon
H. Carl	Gearhart	Manasco

#### ANSWERED "PRESENT"—2

Stefan	Stewart
--------	---------

#### REPORTED BY TELLERS—1

Whittington

#### NOT VOTING—195

Stearns, N.H.	Tibbott	White
---------------	---------	-------

[If the Speaker votes, his name is not used, but at the end of the "yeas" or "nays," according to his vote, insert: "The Speaker."]

#### TELLER VOTE WITH CLERKS

Mr. FRASER. Mr. Speaker, I demand tellers.

Tellers were ordered.

Mr. FRASER. Mr. Speaker, I demand tellers with clerks.

Tellers with clerks were ordered; and the Speaker appointed as tellers MESSRS. FRASER, HEBERT, ARENDS and DELLUMS.



The House divided, and the tellers reported that there were—ayes 251, noes 100, not voting 80, as follows:

[In Committee of the Whole the form below will be used.]

#### TELLER VOTE WITH CLERKS

Mr. GERALD R. FORD. Mr. Chairman, I demand tellers.

Tellers were ordered.

Mr. GERALD R. FORD. Mr. Chairman, I demand tellers with clerks.

Tellers with clerks were ordered; and the Chairman appointed as tellers Messrs. SCHERLE, OBEY, MYERS, and EVANS of Colorado.

The Committee divided, and the tellers reported that there were—ayes 163, noes 205, not voting 63, as follows:

[Roll No. 427]

[Recorded Teller Vote]

#### AYES—163

Archer	Fisher	Mathis, Ga.
Arends	Flowers	Michel
Ashbrook	Mathias,	
Eshleman	Calif.	

#### NOES—205

Abourezk	Frey	Morgan
Abzug	Fuqua	Mosher
Adams	Galifianakis	Moss

#### NOT VOTING—63

Abbitt	Celler	Garmatz
Abernethy	Clark	Goldwater

[The Speaker's vote is recorded only in the "Ayes" or "Noes." It is never recorded as "not voting."]

### PAIRS

[The word *with* must always be used in pairs in the House, not *and*; and copy must be altered to conform thereto, as Mr. Smith with Mr. Jones—not Mr. Smith and Mr. Jones. Note use of lowercase for names in list of pairs in House.]

The Clerk announced the following pairs:

On this vote:

Mr. Gifford for, with Mr. Ramspeck against.

Mr. Wadsworth for, with Mr. Patman against.

Mr. Short, who would vote "aye," with Mr. Tarver, who would vote "no."

For this day:

Mr. Hope with Mr. Bulwinkle.

Until further notice:

Mr. Stewart with Mr. Taber.

Mrs. BOLTON changed her vote from "nay" to "yea."

Messrs. MANSFIELD and PATTERSON changed their vote from "yea" to "nay."

The result of the vote was announced as above recorded.

The doors were opened.

Mr. BOYKIN. Mr. Speaker, I voted, but, being paired with the gentleman from Pennsylvania, Mr. SCOTT, I withdraw my vote.

Mr. SULLIVAN. Mr. Speaker, I have a pair with the gentleman from Missouri, Mr. CARNAHAN, who, if present, would have voted "yea." I voted "nay." I withdraw my vote and vote "present."

[In House pairs do not use parentheses when Members are referred to by name. In Senate pairs observe following use of parentheses:]

Mr. CASE (when his name was called). I am paired on this question with the senior Senator from Massachusetts (Mr. LODGE). If he were here, I should vote "yea."

### CALL OF THE HOUSE

Mr. DELANEY. I move that there be a call of the House.

The motion was agreed to.

The Clerk called the roll, and the following Members failed to answer to their names:

[Roll No. 11]

Abbitt	Edwards, La.	Nix
Abzug	Eshleman	O'Konski
Addabbo	Evans, Colo.	Passman
Alexander	Evins, Tenn.	Pettis

The SPEAKER. The doors will now

be closed, and the Clerk will call the list of absentees for excuses.

The Clerk called the absentees, as follows:

Mr. CANNON: No excuse offered.

Mr. STAGGERS.

Mr. MARSHALL. I have been requested to announce that Mr. STAGGERS was obliged to go to his room. I ask that he be excused for this day.

There was no objection.

Mr. BENTSEN: No excuse offered.

The SPEAKER pro tempore. Three hundred and thirty-five Members have answered to their names, a quorum.

Mr. PATMAN. Mr. Speaker, I move that further proceedings under the call be dispensed with.

The motion was agreed to.

## FORMS OF TITLES

[Always in roman lowercase, flush and hang if more than two lines.]

Joint resolution authorizing the Secretary of the Treasury to issue 2 per centum bonds or certificates in exchange for bonds bearing a higher rate of interest

*Resolved by the Senate and House of Representatives of the United States of America in Congress assembled, That the Secretary of the Treasury be, and he is hereby, etc.*

H.R. 4487

A bill to authorize the Rock Island and Southwestern Railway Company to construct a bridge over the Mississippi River at New Boston, State of Illinois

*Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled, That it shall be lawful for the Rock Island and Southwestern Railway Company, a corpo-*

ration organized under the general incorporations, etc.

Joint resolution proposing an amendment to the Constitution providing for the election of certain United States officers by the people

*Resolved by the Senate and House of Representatives of the United States of America in Congress assembled (two-thirds of each House concurring therein), That the following amendment to the Constitution of the United States be proposed to, etc.*

MEMORIAL OF THE SETTLERS OF SOUTHERN COLORADO

*To the Senate and House of Representatives of the United States in Congress Assembled:*

The undersigned Executive Committee of the Settlers of Southern Colorado, living on what is called the Las Animas grant, would respectfully represent, etc.

## ADDRESSES AND SIGNATURES

[No leads, street addresses, or ZIP code numbers are to be used in communications in the Record]

The Honorable the SECRETARY OF THE  
NAVY.

DEAR MR. SECRETARY: This is in response to your letter, etc.

Very sincerely yours,

HARRY S. TRUMAN.

COLUMBIA, Mo.,  
January 17, 1966.

Hon. MORGAN M. MOULDER,  
House Office Building,  
Washington, D.C.:

The President's farm message of today

farmers and prevent the spread of this depression to every part of our country.

MISSOURI FARMERS ASSOCIATION,  
F. V. HEINKEL, President.

JANUARY 20, 1966.

Hon. JOHN B. CONNALLY, JR.,  
The Secretary of the Treasury, Department of the Treasury, Washington, D.C.

DEAR MR. SECRETARY: Mindful of the tremendous workload, etc.

I would appreciate your comment on the foregoing proposal.

Sincerely yours,

HERBERT ZELENSKO,  
Member of Congress.

ALEXANDRIA, MINN.,  
November 17, 1971.

Hon. WALTER MONDALE,  
Senate Office Building,  
Washington, D.C.:

We oppose the nomination of Earl Butz for Secretary of Agriculture because he resists family farms.

RAYMOND WAGNER.

BRANDON, MINN.

MINNEAPOLIS, MINN.,  
January 4, 1966.

Senator EDWARD J. THYE,  
Senate Office Building,  
Washington, D.C.:

Retention of title 4 in civil rights bill, in its present form without jury trial, etc.

Respectfully submitted,

Gene H. Rosenblum, Cochairman;

Paul H. Ray, Cochairman; Cynthia

Asplund, James Pedersen, George

Doty, Thomas St. Martin, Joan

O'Neill, Lloyd Moosebrugger, Sam

Kaplan, Ronald Nemer, Dean Pot-

ter, Philip Archer, Thomas McDon-

ough, Mrs. Lloyd Moosebrugger,

Minnesota Young Democratic Civil

Rights Committee.

JANUARY 17, 1972. ☐

Re resignation from committee.

HON. CARL ALBERT,

*The Speaker, U.S. House of Representatives,  
U.S. Capitol, Washington, D.C.*☐ DEAR MR. SPEAKER: Having changed my politics from Republican to Democratic, etc.☐ With my best wishes.☐ Sincerely,VINCENT J. DELLAY. ☐U.S. SENATE, ☐ ☐ ☐ ☐PRESIDENT PRO TEMPORE, ☐ ☐Washington, D.C. March 17, 1972. ☐

To the Senate:

☐ Being temporarily absent from the Senate, I appoint Hon. MIKE MANSFIELD, a Senator from the State of Montana, to perform the duties of the Chair during my absence.ALLEN J. ELLENDER, ☐ ☐ ☐  
President pro tempore. ☐MARCH 28, 1972. ☐☐ I hereby designate the Honorable CHARLES A. VANIK to act as Speaker pro tempore today.CARL ALBERT, ☐ ☐ ☐ ☐  
Speaker of the House ☐ ☐  
of Representatives. ☐☐ THE INTERNATIONAL UNION ☐ ☐  
☐ OF UNITED BREWERY, FLOUR,  
CEREAL, SOFT DRINKS & DISTILLERY WORKERS OF AMERICA,  
Cincinnati, Ohio, March 25, 1966. ☐

To the Senate of the United States.

To the U.S. House of Representatives.

☐ HONORABLE SIR: April 7, 1966, being the 25th anniversary of the modification, etc.

[Two to eight independent signatures, with or without titles, are aligned on the left and the longest name is indented 1 em on the right.]

To the Honorable Senate and House of

☐ Representatives of the United States  
of America Now Assembled at Washington, D.C.:☐ The undersigned, officers of the Navy of the United States, respectfully show unto your honorable bodies, etc.

JAMES G. GREEN.

W. H. H. SOUTHERLAND. ☐

F. F. FLETCHER.

C. C. WILSON.

☐ Respectfully submitted.KARL F. FELLER,  
International President.THOMAS RUSCH,  
Director of Organization.ARTHUR J. GILDEA, ☐ ☐  
Secretary-Treasurer. ☐JOSEPH E. BRADY,  
Director of Legislation.

[More than 8 signatures, with or without titles, are set full measure, caps and lowercase, run in, indented 2 and 3 ems, as follows:]

☐ Brown, Shipley & Co.; Denniston,  
☐ Cross & Co.; Fruhling & Goschen,  
Attorneys; C. J. Hambro & Sons;  
Hardy, Nathan & Co.; Heilbut, Symons & Co.; Henckel du Boisson & Co.; Hoare, Miller & Co., by George Miller; Geo. F. Selby, President, Acme Ice Co.THOMAS E. RHODES, ☐ ☐ ☐☐ Special Assistant to the Attorney  
☐ General, Attorney for Howard Sutherland, Director, Office of Alien property.JOHN SMITH, ☐ ☐ ☐ ☐  
Lieutenant Governor ☐ ☐  
(For the Governor of Maine). ☐TEXARKANA TEXTILE MERCHANTS & ☐  
☐ MANUFACTURERS' ASSOCIATION,  
JOHN L. JONES, Secretary.V. J. ADDUCI, ☐ ☐ ☐ ☐  
Colonel, U.S. Air Force ☐ ☐☐ (For and in the absence of Joe W.  
☐ Kelly, Major General, U.S. Air Force, Director, Legislative Liaison).

## CREDITS

[From the Pawtucket (R.I.) Times,  
Jan. 5, 1972]VES SPRAGUE WAS A CRUSADER FOR HOME  
RULE, "RIGHT TO KNOW"

Ves Sprague, executive editor of the Pawtucket Times, who died today, engaged in many editorial crusades.

In his writings on the editorial page, he hit hard against corruption in government, against organized bookmaking, against any evils that he and the Times felt to be harmful or potentially harmful to the community.

[From the Washington Post, Feb. 2, 1972]

SOUTH AFRICAN'S CHOICE

(By William Raspberry)

For Americans who are outraged over white South Africa's treatment of its non-white majority, the most ticklish question is what to do about American business enterprises in that country: Leave them in for their democratizing influence? Or bring them home as a blow at the South African economy?



## POETRY

If poetry is quoted, each stanza should start with quotation marks, but only the last stanza should end with them. The lines of the poem should range on the left, those that rhyme taking the same indentation, and the quotation marks should be cleared. Poems are centered on the longest line; overs 3 ems; 2 leads between stanzas, and 2 leads above and below.

Now I sit me down in school  
Where praying is against the rule.  
For this great Nation, under God,  
Finds public mention of Him odd.

Any prayer a class recites  
Now violates the Bill of Rights.  
Any time my head I bow  
Becomes a Federal matter now.

Teach us of stars or pole and Equator  
But make no mention of their Creator.  
Tell of exports in Denmark and Sweden  
But not one word on what Eve did Eden.

Forth from its scabbard, high in air  
Beneath Virginia's sky—  
And they who saw it gleaming there,  
And knew who bore it, knelt to swear  
That where that sword led they would  
dare  
To follow—and to die.

Out of its scabbard! Never hand  
Waved sword from stain as free,  
Nor purer sword led braver band,  
Nor braver bled for a brighter land,  
Nor brighter land had a cause so grand,  
Nor cause a chief like Lee!

## EXTRACTS

[NOTE.—Extracts must begin with a true paragraph. Following extracts, 7½ point must start as a paragraph]

[Extracts must be set in 6½ point unless ordered otherwise by the Joint Committee on Printing and the operator will be expected to set them so, whether marked or not, if the copy clearly indicates that they are extracts. This does not refer to a casual quotation of a few words or that would not make more than one line of 6½ point. The beginning of the 6½-point extract must start with a true paragraph; 7½ point is always a paragraph.]

Mr. TABER. Let us see what that is:

The stipulations of this treaty are to be a full settlement of all claims of said Creek Nation for damages and losses of every kind growing out of the late rebellion—

I do not think he means that—

and all expenditures by the United States of annuities in clothing and feeding refugee and destitute Indians since the diversion of annuities for that purpose consequent upon the late war with the so-called Confederate States; and the Creeks hereby ratify and confirm—

What?—

all such diversions of annuities heretofore made from the funds of the Creek Nation by the United States; and the United States agree that no annuities—

And so forth. I believe that shows clearly the purpose of the treaty.

[Note, as above, that following an excerpt, the 7½ point must begin with a paragraph.]

[An address of the President delivered outside of Congress or referred to as an extract will be set in 6½ point.]

## SCHEME OF TEXT HEADINGS

[For spacing of headings, see under "General rules," p. 297]

7½ point

Single head-----	7½-point caps.
With 1 class of subhead-----	7½-point caps.
	6½-point small caps.

6½ point

Single head-----	6½-point caps and small caps.
With 1 class of subhead-----	6½-point caps and small caps.
	6½-point small caps.
With 2 classes of subheads-----	6½-point caps and small caps.
	6½-point small caps.
	6½-point italic lowercase.
With 3 or 4 classes of subheads-----	6½-point caps and small caps.
	6½-point small caps.
	6½-point italic lowercase.
	6½-point roman caps and lowercase.
	6½-point roman lowercase.

## HEADS USED IN EXTENSIONS OF REMARKS

## BIG BUS BILL

**HON. FRED SCHWENGEL**

OF IOWA

IN THE HOUSE OF REPRESENTATIVES

*Friday, July 30, 1971*

Mr. SCHWENGEL. Mr. Speaker, the number of editorials in favor of my position of opposition to the big bus bill, H.R. 4354, is increasing. The latest one I have received is the one contained in today's Washington Evening Star. The editorial follows:

## OBESE BUSES

The country is having to learn the painful way that bigger isn't necessarily better, and Congress has been of little help in controlling the grotesque inflation of about everything. It has, for example, allowed trailer trucks on the nation's highways to grow much too large for the safety and sanity of the motoring public.

&lt;7½-point caps

&lt;3-em dash

&lt;74L12 caps

&lt;6½-point small caps

&lt;6½-point caps

&lt;7½-point italic caps and lowercase

&lt;6½-point caps and small caps

&lt;6½ point

&lt;F Bodoni dash

&lt;7½-point caps

**TO PROVIDE A PROCEDURE FOR  
SETTLEMENT OF THE DISPUTE  
ON THE PACIFIC COAST AND  
HAWAII**

SPEECH OF

**HON. THADDEUS J. DULSKI**

OF NEW YORK

IN THE HOUSE OF REPRESENTATIVES

*Wednesday, February 9, 1972*

The House in Committee of the Whole House on the State of the Union had under consideration the joint resolution (H.J. Res. 1025) to provide a procedure for settlement of the dispute on the Pacific coast and Hawaii among certain shippers and associated employers and certain employees.

&lt;3-em dash

&lt;6½-point small caps

&lt;74L12 caps

&lt;6½-point small caps

&lt;6½-point caps

&lt;7½-point italic

&lt;6½ point

Mr. DULSKI. Mr. Chairman, I rise in opposition to the pending bill, House Joint Resolution 1025, and similar bills.

[The words "Speech of" are to be used only when on copy and is an indication that that particular Extension of Remarks is to be inserted in the proceedings of the bound Record of the date used in the heading.]

[In "extension of remarks" speeches the following words may be used under the italic dateline when they are supplied by the author; set flush and hang:]

On House Resolution 214 and impeachment charges preferred against Hon. Samuel Alschuler, judge of the U.S. Circuit Court of Appeals for the Seventh Circuit, by Hon. THOMAS S. GORDON, of Illinois

&lt;6½ pt.

## CONGRESSIONAL PROCEEDINGS

## SENATE

WEDNESDAY, FEBRUARY 9, 1972

*(Legislative day of Tuesday, February 8, 1972)¹*

The Senate met at 12 o'clock meridian, on the expiration of the recess.

[Above line to be used only when Senate is in recess.]

The Senate met at 10 a.m., and was called to order by Hon. JAMES B. ALLEN, a Senator from the State of Alabama.

[NOTE.—Entire prayer set in 7½ point.]

## PRAYER

The Chaplain, the Reverend Edward L. R. Elson, D.D., offered the following prayer:

Eternal Father, this morning we lift our hearts in reverent thanksgiving for him whom we call the Father of our Country. We thank Thee that in war and in peace George Washington lifted high a standard to which men in every age may rally. We thank Thee for his noble manhood, his chivalrous manner, his self-sacrificing patriotism, his intrepid military prowess, his loyalty to his countrymen, his confidence in the justice of his cause, his love of home and family, his faith in eternal verities, and his trust in Thee. May the spirit which guided him guide us through the promising and perilous days of the future.

We pray in the Master's name. Amen.

## DESIGNATION OF THE ACTING PRESIDENT PRO TEMPORE

The PRESIDING OFFICER. The clerk will please read a communication to the Senate from the President pro tempore (Mr. ELLENDER).

The assistant legislative clerk read the following letter:

U.S. SENATE,

PRESIDENT PRO TEMPORE,

Washington, D.C., February 9, 1972.

To the Senate:

Being temporarily absent from the Senate on official duties, I appoint Hon. JAMES

B. ALLEN, a Senator from the State of Alabama, to perform the duties of the Chair during my absence.

ALLEN J. ELLENDER,

President pro tempore.

Mr. ALLEN thereupon took the chair as Acting President pro tempore.

## THE JOURNAL

Mr. MANSFIELD. Mr. President, I ask unanimous consent that the reading of the Journal of the proceedings of Tuesday, February 8, 1972, be dispensed with.

The ACTING PRESIDENT pro tempore. Without objection, it is so ordered.

## MESSAGES FROM THE PRESIDENT

Messages in writing from the President of the United States were communicated to the Senate by Mr. Leonard, one of his secretaries.

## REPORT ON FOREIGN ASSISTANCE PROGRAM—MESSAGE FROM THE PRESIDENT

The PRESIDENT pro tempore laid before the Senate the following message from the President of the United States, which, with the accompanying report, was referred to the Committee on Foreign Relations:

*To the Congress of the United States:*

Since my March 1970 Report on Foreign Assistance, I have proposed to the Congress a major transformation in the policy directions and organizational structure of this important program.

The proposals are made necessary by the dramatic changes which have taken place over recent years in the conditions that surround and influence development assistance:

—The lower income countries themselves have made impressive progress and gained experience which makes it possible for them to

¹ To be used only when the Senate is in recess.



stand at the center of the development process;

—The other industrialized nations can now afford to provide major assistance to the poorer nations, and most of them now have substantial and expanding programs in this field.

I am proud that our present foreign assistance program has achieved important successes in a field in which quick and dramatic successes are few.

RICHARD NIXON.

THE WHITE HOUSE, *February 17, 1971.*

[All messages from the President are to be treated as 7½ point "FIC & punc."]

#### MESSAGE FROM THE HOUSE

A message from the House of Representatives, by Mr. Hackney, one of its reading clerks, announced that the House insisted upon its amendments to the bill (S. 3122) to extend sections 5(n) and 7(a) of the Federal Water Pollution Control Act, as amended, until the end of fiscal year 1972, disagreed to by the Senate; agreed to the conference asked by the Senate on the disagreeing votes of the two Houses thereon, and that Mr. JONES of Alabama, Mr. JOHNSON of California, Mr. DORN, Mr. HARSHA, and Mr. GROVER were appointed managers on the part of the House at the conference.

The message further announced that the House had passed the following bills and joint resolutions, in which it requested the concurrence of the Senate:

H.R. 777. An act to amend an act entitled "An act to regulate the hours of employment and safeguard the health of females employed in the District of Columbia," approved February 24, 1914;

H.R. 1408. An act to amend section 301(a)(1) of the Agricultural Adjustment Act of 1938, as amended, and the first sentence of paragraph (1) of section 2 of the Agricultural Adjustment Act of 1933, as amended and as reenacted and amended by the Agricultural Marketing Agreement Act of 1937, approved June 3, 1937, as amended, so as to include the cost of all farm labor in determining the parity price of agricultural commodities;

H.J. Res. 37. Joint resolution relating to the provision of butter for the patients of St. Elizabeths Hospital; and

H.J. Res. 100. Joint resolution extending the time within which certain acts

under the Internal Revenue Code are required to be performed.

#### ENROLLED BILLS AND JOINT RESOLUTION SIGNED

The message further announced that the Speaker pro tempore of the House had affixed his signature to the following enrolled bills and joint resolutions, and they were signed by the Acting President pro tempore:

S. 171. An act for the relief of Arthur A. Schipke;

S. 518. An act for the relief of Robert T. Groom, Daisy Groom, and Margaret Groom Turpin; and

H.J. Res. 83. Joint resolution to permit additional sales of wheat for feed.

#### HOUSE BILLS AND JOINT RESOLUTIONS REFERRED OR PLACED ON THE CALENDAR

The following bills and joint resolutions were severally read twice by their titles and referred, or ordered to be placed on the calendar, as indicated:

H.R. 1408. An act to amend section 301(a)(1) of the Agricultural Adjustment Act of 1938, as amended, and the first sentence of paragraph (1) of section 2 of the Agricultural Adjustment Act of 1933, as amended, and as reenacted and amended by the Agricultural Marketing Agreement Act of 1937, approved June 3, 1937, as amended, so as to include the cost of all farm labor in determining the parity price of agricultural commodities; to the calendar; and

H.R. 777. An act to amend an act entitled "An act to regulate the hours of employment and safeguard the health of females employed in the District of Columbia," approved February 24, 1914.

#### RESOLUTIONS

The following resolutions were submitted or reported and referred as indicated:

#### KRAMER MILLS, INC.—REFERENCE OF BILL TO COURT OF CLAIMS

Mr. POTTER submitted the following resolution (S. Res. 249), which was referred to the Committee on the Judiciary:

## HOUSE CONCURRENT RESOLUTION PLACED ON THE TABLE

The concurrent resolution (H. Con. Res. 12) to express the sense of the Congress with respect to the importance of farmers to the effective prosecution of the war, and for other purposes, was ordered to be placed on the table.

## PETITIONS AND MEMORIALS

Petitions were laid before the Senate and referred as indicated:

By the PRESIDENT pro tempore:  
A resolution of the Legislature of the Territory of Guam; to the Committee on Interior and Insular Affairs:

### "RESOLUTION No. 469

"Relative to commending Jesus Mantanona Duenas and Manuel Tolentino DeGracia, of Talofofo, Guam, for their bravery and intrepidity in apprehending Sergeant Shoichi Yokoi, and for their christian forbearance and solicitude in treating their captive so well, neither mistreating nor harming him in any way

"Be it resolved by the Legislature of the Territory of Guam:

"Whereas, on the evening of January 24, 1972, two young Guamanians, while hunting in the wilds of Talofofo, Guam, suddenly came upon a strange bearded figure who, when approached, ran at them as if to attack. . . ."

### "SENATE MEMORIAL 1001

"A memorial urging the Congress of the United States to enact legislation establishing a national cemetery in Arizona.

"To the President and the Congress of the United States of America:

"Your memorialist respectfully represents:

"The State of Arizona does not have a National Cemetery within its boundaries.

"Due to the many military installations in Arizona, thousands of military personnel have served here. Many have returned as veterans to reside in the dry, healthful climate Arizona offers."

## REPORTS OF COMMITTEES

The following reports of committees were submitted:

By Mr. PROXMIRE, from the Committee on Appropriations, with amendments:

H.R. 12067. An act making appropriations for foreign assistance and related programs for the fiscal year ending June 30, 1972, and for other purposes (Rept. No. 92-594).

By Mr. ALLEN, from the Committee on Agriculture and Forestry, with amendments:

S. 1794. A bill to authorize pilot field-research programs for the control of agricultural and forest pests by integrated biological-cultural methods (Rept. No. 92-595).

## ENROLLED BILLS PRESENTED

Mrs. SMITH of Maine, from the Committee on Rules and Administration, reported that that committee presented to the President of the United States the following enrolled bills:

On March 16, 1966:

S. 786. An act to amend title I of Public Law 2, 89th Congress, March 20, 1966, and the Veterans Regulations to provide for rehabilitation of disabled veterans, and for other purposes.

On March 17, 1966:

S. 303. An act to extend the jurisdiction of naval courts-martial in time of war or national emergency to certain persons outside the continental limits of the United States.

## EXECUTIVE REPORTS OF COMMITTEES

As in executive session,

The following favorable reports of nominations were submitted:

By Mr. HRUSKA, from the Committee on the Judiciary:

Ralph E. Erickson, of California, to be an Assistant Attorney General;

Dale Kent Frizzell, of Kansas, to be an Assistant Attorney General; and

Henry E. Petersen, of Maryland, to be an Assistant Attorney General.

By Mrs. SMITH, from the Committee on Armed Services:

Kenneth Rush, of New York, to be Deputy Secretary of Defense; and

Eberhardt Rechlin, of Maryland, to be an Assistant Secretary of Defense.

## INTRODUCTION OF BILLS AND JOINT RESOLUTIONS

The following bills and joint resolutions were introduced, read the first time and, by unanimous consent, the second time, and referred as indicated:

By Mr. TALMADGE (by request):

S. 3104. A bill to amend existing statutes to authorize the Secretary of Agriculture to issue cotton crop reports simultaneously with the general crop reports.



Referred to the Committee on Agriculture and Forestry.

By Mr. STENNIS (for himself and Mrs. SMITH) (by request):

S. 3108. A bill to authorize appropriations during the fiscal year 1973 for procurement of aircraft, missiles, naval vessels, tracked combat vehicles, torpedoes, and other weapons, and research, development, test, and evaluation for the Armed Forces, and to prescribe the authorized personnel strength for each active duty component and of the Selected Reserve of each Reserve component of the Armed Forces, and for other purposes. Referred to the Committee on Armed Services.

By Mr. BENNETT:

S. 3111. A bill to amend the Internal Revenue Code of 1954 with respect to the income tax treatment of certain distributions and sales pursuant to the Bank Holding Company Act Amendments of 1970. Referred to the Committee on Finance.

## STATEMENTS ON INTRODUCED BILLS AND JOINT RESOLUTIONS

By Mr. TOWER:

S. 3036. A bill to repeal the Davis-Bacon Act and the Contract Work Hours Standards Act, and related provisions of law. Referred to the Committee on Labor and Public Welfare.

Mr. TOWER. Mr. President, I am introducing today a bill to repeal the Davis-Bacon Act and the Contract Work Hours Standards Act. Whatever justification may have once existed for these statutes has disappeared with changed conditions over the years. These laws today harm rather than help our society and our economy. The most negative aspect of these laws is that they unnecessarily raise costs in construction, an industry which we all recognize as an historically high wage one.

By Mr. MATHIAS (for Mr. WEICKER) (for himself, Mr. COOPER, Mr. JAVITS, Mr. RIBICOFF, and Mr. MATHIAS):

S. 3037. A bill to amend the Federal Aid Highway Act of 1956, as amended. Referred to the Committee on Public Works.

### FEDERAL AID HIGHWAY ACT OF 1972

Mr. MATHIAS. Mr. President, I am sending to the desk a bill to restore balance to America's transportation policy. I am introducing this bill for

the junior Senator of Connecticut (Mr. WEICKER), the senior Senator from Connecticut (Mr. RIBICOFF), the senior Senator from Kentucky (Mr. COOPER), the Senator from New York (Mr. JAVITS), and myself. The junior Senator from Connecticut regrettably cannot be present today, but I am happy to be able to submit for the RECORD a copy of the remarks he would make if he were here. I wish to congratulate the Senator and his able staff for addressing themselves so intelligently to this important issue and for their hard work in producing an excellent piece of legislation.

## CONCLUSION OF MORNING BUSINESS

The ACTING PRESIDENT pro tempore. Is there further morning business? If not, morning business is closed.

## BLANCHE H. KARSCH, ADMINISTRATRIX OF THE ESTATE OF KATE E. HAMILTON—VETO MESSAGE (S. DOC. NO. 108)

The VICE PRESIDENT laid before the Senate the following veto message from the President of the United States, which was read, and with the accompanying bill, referred to the Committee on the Judiciary and ordered to be printed:

[3 leads]

### To the Senate:

I return herewith, without my approval, S. 514, entitled "An act for the relief of Blanche H. Karsch, administratrix of the estate of Kate E. Hamilton."

I know of no circumstances which would justify the exception made by S. 514 to the long-continued policy of Congress, and do not believe that the field of special legislation should be opened to relieve special classes of taxpayers from the consequences of their failure to file claims within the period fixed by law.

HARRY S. TRUMAN.

THE WHITE HOUSE, March 17, 1952.

[The above to be 7½ point "FIC & punc."]

[When communications from the President contain extracts, etc., such extracts must be in 6½ point.]



# REPORT ON CLASSIFIED INFORMATION (S. DOC. NO. 107)

Mr. LODGE. Mr. President, the Committee on Armed Services of the Senate has recently requested the Office of Public Relations of the Department of the Navy to submit to it a report on classified information. The Department of the Navy has complied with the request, and I now present the report and ask that it be published as a Senate document.

The VICE PRESIDENT. Without objection, the report will be printed as a document as requested by the Senator from Massachusetts.

## PAWNEE INDIANS v. THE UNITED STATES (S. DOC. NO. 311)

The VICE PRESIDENT laid before the Senate a communication from the Assistant Clerk of the Court of Claims, transmitting a certified copy of the findings of fact and conclusion filed by the court in the cause of The Pawnee Tribe of Indians against The United States, which was referred to the Committee on Finance and ordered to be printed.

[Note the insertion of (S. Doc. No. —) in cases where papers are ordered to be printed as a document. To be inserted only when ordered to be printed or its equivalent is in copy.]

### Third reading and passage of a bill

## MISSOURI RIVER BRIDGE NEAR ST. CHARLES, MO.

The bill (S. 4174) to extend the times for commencing and completing the construction of a bridge across the Missouri River at or near St. Charles, Mo., was considered, ordered to be engrossed for a third reading, read the third time, and passed, as follows:

*Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled, That the times for commencing and completing the construction of the bridge across the Missouri River, etc.*

## ROY M. YOUNG ET AL.

The bill (H.R. 4115) for the relief of Roy M. Young et al. was considered, ordered to a third reading, read the third time, and passed.

### Amendment, third reading, and passage of a bill

## GOVERNMENT OF THE TERRITORY OF HAWAII

The Senate proceeded to consider the bill (S. 1881) to amend an act entitled "An act to provide a government for the Territory of Hawaii," approved April 30, 1900, as amended, to establish a Hawaiian Homes Commission, and for other purposes, which had been reported from the Committee on Interior and Insular Affairs with amendments.

The first amendment was, on page 4, line 22, to strike out "Keaakupaha" and insert "Keaaukaha".

The amendment was agreed to.

The next amendment was, on page 6, line 19, after the figure "(1)", to insert "by further authorization of Congress and", so as to make the paragraph read:

(1) by further authorization of Congress and for a period of five years after the first meeting of the Hawaiian Homes Commission only those lands situate on the island of Molokai, etc.

The amendment was agreed to.

The bill was ordered to be engrossed for a third reading, read the third time, and passed.

### Forms of amendments

The joint resolution (S.J. Res. 4) requesting the President to negotiate a treaty or treaties for the protection of salmon in certain parts of the Pacific Ocean was announced as next in order.

Mr. McFARLAND. Mr. President, I have just had an opportunity to examine this joint resolution. I offer this amendment.

The PRESIDING OFFICER. The Secretary will state the amendment offered by the Senator from Arizona.

The READING CLERK. On page 1, line 11, it is proposed to strike out the words "both within and", so as to make the joint resolution read:

*Resolved by the Senate and House of Representatives of the United States of America in Congress assembled, That the President of the United States be, and he is hereby, requested to negotiate on behalf of the United States, as promptly as is practicable, etc.*

Mr. BRIDGES. Mr. President, I observe in the report of the bill by the chairman of the Foreign Relations Committee that it is reported as a Senate joint resolution. I ask for a

modification of it so that it will be a Senate resolution instead of a Senate joint resolution.

The LEGISLATIVE CLERK. It is proposed to strike out "S.J. Res. 4" and insert "S. Res. 85".

The PRESIDING OFFICER. Is there objection to the modification? The Chair hears none, and it will be so modified.

Mr. MCFARLAND. Would it not be necessary to change the resolving clause also? The resolving clause reads:

*Resolved by the Senate and House of Representatives of the United States of America in Congress assembled.*

Mr. BRIDGES. Yes, Mr. President; it should read simply "Resolved". I ask that that change be made.

The LEGISLATIVE CLERK. On page 1, lines 1 and 2, it is proposed to strike out all after the word "Resolved".

The amendment was agreed to.

The VICE PRESIDENT. The next amendment will be stated.

The ASSISTANT SECRETARY. On page 2, line 13, after the word "pound", insert the words "except rice cleaned for use in the manufacture of canned foods", so as to read:

Rice, cleaned, 2 cents per pound, except rice cleaned for use in the manufacture of canned foods.

The VICE PRESIDENT. The question is on agreeing to the amendment.

The amendment was agreed to.

The next amendment was, on page 151, to strike out:

Steamer *Phalarope*: Master, \$1,500; engineer, \$1,200; fireman, \$780; two seamen at \$810 each; cook, \$870; in all, \$5,970.

The amendment was agreed to.

[Note use of words, figures, and punctuation in the following:]

The next amendment was, on page 34, in line 9, under the heading "Employees' Compensation Commission", before the word "assistants", to strike out "five" and insert "three"; in line 10, after the word "clerks" and before the words "of class 3", to strike out "seven" and insert "five"; in line 11, before the words "of class 2", to strike out "twelve" and insert "nine"; in the same line, before the words "of class 1", to strike out "twenty-seven" and insert "twenty"; in line 12, before the words "at \$1,000 each", to strike out "three" and insert "two"; and in line

18, to strike out "\$124,940" and insert "\$102,590", so as to read:

#### EMPLOYEES' COMPENSATION COMMISSION

Salaries: Three Commissioners at \$4,000 each; secretary, \$2,750; attorney, \$4,000; chief statistician, \$3,000; chief of accounts, \$2,500; accountant, \$2,250; claim examiners—chief \$2,250, assistant \$2,000, assistant \$1,800, three assistants at \$1,600 each; special agents—two at \$1,800 each, two at \$1,600 each; clerks—five of class 3, nine of class 2, twenty of class 1, two at \$1,000 each; in all, \$102,590.

Mr. HOLLAND submitted an amendment intended to be proposed by him to the sundry civil appropriation bill, which was ordered to lie on the table and to be printed, as follows:

Add a new section, as follows:

"That the President of the Senate appoint three Members of the Senate; and the Speaker of the House three Members of the House."

The Senate resumed the consideration of the bill (H.R. 4075) to limit the immigration of aliens into the United States.

Mr. HARRY F. BYRD, JR. Mr. President, I offer an amendment, which I send to the desk.

The VICE PRESIDENT. The amendment will be stated.

The ASSISTANT SECRETARY. On page 9, line 3, it is proposed to amend by striking out "3" and inserting "1", so that it will read:

SEC. 2. (a) That the number of aliens of any nationality who may be admitted under the immigration laws to the United States in any fiscal year shall be limited to 1 per centum of the number of foreign-born persons of such nationality resident in the United States.

The VICE PRESIDENT. The question is on agreeing to the amendment offered by the Senator from Virginia to the amendment of the committee.

The amendment to the amendment was rejected.

The PRESIDING OFFICER. The question is, Shall the bill pass?

Mr. THYE. I ask for the yeas and nays on the passage of the bill.

Mr. GEORGE. Let us have the yeas and nays.

The yeas and nays were ordered, and the reading clerk proceeded to call the roll.

Mr. LONG (when his name was called). I am paired with the senior Senator from New Hampshire (Mr.



BRIDGES). I am informed that if he were present he would vote as I intend to vote on the passage of the bill. I therefore feel at liberty to vote, and vote "yea."

Mr. SALTONSTALL. I desire to announce that the Senator from Nebraska (Mr. BUTLER), the senior Senator from New Hampshire (Mr. BRIDGES), and the Senator from Delaware (Mr. WILLIAMS) would vote for the bill if present. They are necessarily absent.

The result was announced—yeas 78, nays 1, as follows:

## YEAS—78

Aiken	Gillette	Long
Dirkens	Green	Nixon

## NAYS—1

Ives

## NOT VOTING—17

Bricker	Kilgore	Robertson
Byrd	Long	Taft

## EXECUTIVE SESSION

Mr. McFARLAND. I move that the Senate proceed to the consideration of executive business.

The motion was agreed to; and the Senate proceeded to the consideration of executive business.

[An executive session usually being open, the following precedes the recess or adjournment heading:]

## TREATY OF ARBITRATION AND CONCILIATION WITH SWITZERLAND

The Chief Clerk proceeded to read Executive B, a treaty of arbitration and conciliation with Switzerland, signed at Washington on March 17, 1952, which was considered as in Committee of the Whole, and is as follows:

*To the Senate of the United States:*

To the end that I may receive the advice and consent of the Senate to ratification, I transmit herewith a treaty of arbitration and conciliation between the United States and Switzerland, signed at Washington on March 17, 1952.

HARRY S. TRUMAN.

THE WHITE HOUSE, March 17, 1952.

[A letter from the President to the Senate is set in 6½-point type when any form of treaty is enclosed that is to be printed in the Record in connection therewith. The letter is set in 6½-point type whether the treaty

follows or precedes it or is separated from it by intervening matter.]

## RECESS

Mr. McFARLAND. I move that the Senate take a recess until tomorrow at 12 o'clock.

The motion was agreed to; and (at 4 o'clock and 56 minutes p.m.) the Senate took a recess until tomorrow, Tuesday, March 18, 1952, at 12 o'clock meridian.

(For nominations this day received, see the end of Senate proceedings.)

[After the recess or adjournment heading the following appears:]

## NOMINATIONS

Executive nominations received by the Senate March 17 (legislative day of March 9), 1952:

[Under heading *Postmaster*, omit the State subheading if only one nomination or confirmation is given. Under the heads *Nominations*, *Confirmations*, *Withdrawal*, and *Rejection*, the following scheme for subheads is to be followed:]

[Heads indicating service, or branch or department of Government—6½-point caps and small caps.

[Subheads indicating subdivision or type of service—6½-point small caps.

[Subheads indicating new rank of appointment—6½-point italic.]

[NOTE.—Nominations will be set as indicated on copy when it is received—last name first or first name first—as in executive nominations.]

## DIPLOMATIC AND FOREIGN SERVICE

Merlin E. Smith, of Ohio, to be a Foreign Service officer, unclassified, a vice consul of career, and a secretary in the diplomatic service of the United States of America.

## THE JUDICIARY

Tom C. Clark, of Texas, to be Assistant Attorney General of the United States, vice Hon. Thurman Arnold, resigned.

Hugh B. Cox, of the District of Columbia, to be Assistant Attorney General of the United States; new position.

## TEMPORARY APPOINTMENT IN THE ARMY OF THE UNITED STATES

Lt. Gen. Henry Harley Arnold (major general, U.S. Army), Army of the United States.

APPOINTMENTS, BY TRANSFER, IN THE REGULAR ARMY OF THE UNITED STATES¹TO ORDNANCE DEPARTMENT¹

Lt. Col. George DeVere Barnes, Quartermaster Corps (temporary colonel), with rank from January 11, 1952.

## IN THE AIR FORCE

To be brigadier general¹

Maj. Gen. Harry George Armstrong, 209A (colonel, U.S. Air Force), Air Force of the United States, medical.

¹ See note under "Nominations," above.



Brig. Gen. John Ferral McBlain, 203A (colonel, U.S. Air Force), Air Force of the United States.

#### PROMOTIONS IN THE REGULAR ARMY OF THE UNITED STATES

*To be colonel with rank from March 1, 1952*

Lt. Col. Charles Harrison Corlett, Infantry (temporary major general).

Lt. Col. William Ord Ryan, Air Force (temporary brigadier general).

#### MEDICAL CORPS

*To be colonel*

Lt. Col. Edgar Fremont Haines, Medical Corps (temporary colonel), with rank from April 6, 1952.

Lt. Col. John Randolph Hall, Medical Corps (temporary colonel), with rank from April 6, 1952.

#### APPOINTMENTS AND PROMOTIONS IN THE NAVY

##### TEMPORARY SERVICE

Capt. Ingram C. Sowell to be a rear admiral in the Navy, for temporary service, to rank from the 13th day of September 1951.

The following-named commanders to be captains in the Navy, to rank from the date stated opposite their names:

Felix B. Stump, June 30, 1951.

Joseph W. Fowler, June 30, 1951.

The following-named ensigns to be lieutenants (junior grade) in the Navy, to rank from the 1st day of June 1951:

Louis H. Roddis, Jr.      Nell E. Harkleroad  
Charles H. Johnson, Jr.      John N. Renfro

The following-named officers of the Naval Reserve to be ensigns in the Navy, to rank from the 1st day of December 1951:

Willard E. Eder

William W. Hunker

Carl C. Schmuck, Jr.

##### IN THE MARINE CORPS

Col. David L. S. Brewster to be a brigadier general in the Marine Corps, for temporary service, from the 16th day of September 1951.

Col. Clifton B. Cates to be a brigadier general in the Marine Corps, for temporary service, from the 16th day of September 1951.

#### ALASKA ²

Lew M. Williams, Wrangell, Alaska, in place of B. Y. Grant, resigned.

#### CALIFORNIA

Ella S. Anderson, Auberry, Calif. Office became Presidential July 1, 1951.

#### MISSOURI

Hubert B. Brown, Slater, Mo., in place of J. C. Hains. Incumbent's commission expired June 23, 1951.

### CONFIRMATIONS

Executive nominations confirmed by the Senate February 9, 1972:

#### NATIONAL COMMISSION ON LIBRARIES AND INFORMATION SCIENCE

Harold C. Crotty, of Michigan, to be a Member of the National Commission on Libraries and Information Science for the remainder of the term expiring July 19, 1972.

#### NATIONAL LABOR RELATIONS BOARD

John A. Penello, of Maryland, to be a Member of the National Labor Relations Board for the term of 5 years expiring August 27, 1976.

#### IN THE ARMY

#### TEMPORARY APPOINTMENT IN THE ARMY OF THE UNITED STATES

*To be brigadier general*

William Edward Raab Covell

Albert Jesse Browning

#### APPOINTMENTS IN THE REGULAR ARMY

*To be chaplain, with rank of first lieutenant, to rank from date of appointment*

Charles Edwin Brown, Jr.

John Porter Fellows III

*To be first lieutenant, Medical Corps, with rank from date of appointment*

Charles Herman Ransom

#### U.S. AIR FORCE

PROMOTIONS IN THE U.S. AIR FORCE, UNDER THE PROVISIONS OF SECTIONS 502 AND 509 OF THE OFFICER PERSONNEL ACT OF 1947

(Those officers whose names are preceded by the symbol (X) are subject to physical examination required by law.)

*To be lieutenant colonel, medical*

X Robinson, Robert Walker, 19134A.

X Knauf, George Milton, 19135A.

Booth, John Austin, 19139A.

X Lackay, R. Howard, 19636A.

#### IN THE NAVY

##### TEMPORARY SERVICE

Aaron S. Merrill to be rear admiral, to rank from September 9, 1951.

² See footnote 1, p. 347.

## PROMOTIONS IN THE REGULAR SERVICE

*To be captain*

Cornelius W. Flynn      Charles W. Styer  
Armit C. Thomas      Thomas L. Sprague  
Edmund E. Brady, Jr.      Einar R. Johnson

*To be passed assistant dental surgeon*  
Estes W. Murphy

## IN THE MARINE CORPS

## TEMPORARY SERVICE

*To be brigadier general, Marine Corps Reserve*

Littleton, W. T. Waller, Jr.

*To be lieutenant colonel*

George A. Williams

*To be second lieutenant*

John D. Hayes      Dudley R. Carr  
John J. Kalen      William E. Lunn

## CALIFORNIA

Janet R. Carroll, Pebble Beach  
Albert C. Rist, Bradley

## WITHDRAWAL

Executive nomination withdrawn from the Senate March 17 (legislative day of March 9), 1966:

## DIPLOMATIC SERVICE

Edward J. Flynn to be Envoy Extraordinary and Minister Plenipotentiary of the United States of America to Australia.

## REJECTION

Executive nomination rejected by the Senate April 8, 1970:

## SUPREME COURT OF THE UNITED STATES

George Harrold Carswell, of Florida, to be an Associate Justice of the Supreme Court of the United States.

## HOUSE OF REPRESENTATIVES

MONDAY, FEBRUARY 21, 1972

The House met at 12 o'clock noon. The Chaplain, the Reverend Edward G. Latch, D.D., offered the following prayer:

*The ways of the Lord are right and the just shall walk in them.—Hosea 14: 9.*

God of grace and God of goodness, whose presence stills our spirits in the quiet of the night and whose strength supports us in the struggles of each new day, keep our minds clear and our hearts clean as we set out upon the work of this week.

In the spirit of Him who is the way, the truth, and the life we pray. Amen.

## THE JOURNAL

Mr. MANSFIELD. Mr. President, I ask unanimous consent that the reading of the Journal of the proceedings of Thursday, February 24, 1972, be dispensed with.

The ACTING PRESIDENT pro tempore. Without objection, it is so ordered.

[When the Journal covers the proceedings of the day before, the word *yesterday* may appear instead of the definite date.]

## SWEARING IN OF MEMBERS

Mr. COLMER and Mr. BENNETT of Florida appeared before the bar of the House and took the oath of office.

## OATH OF OFFICE OF MEMBER

The oath of office required by the sixth article of the Constitution of the United States, and as provided by section 3 of the act of May 13, 1884 (23 Stat. 22), to be administered to Members of the House of Representatives, the text of which is carried in section 1757 of title XIX of the Revised Statutes of the United States and being as follows:

"I, A B, do solemnly swear (or affirm) that I will support and defend the Constitution of the United States against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; that I take this obligation freely without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties of the office on which I am about to enter. So help me God."

has been subscribed to in person and filed in duplicate with the Clerk of the House of Representatives by the following Member of the 92d Congress, pursuant to Public Law 412 of the 80th Congress entitled "An act to amend section 30 of the Revised Statutes of the United States" (U.S.C. title 2, sec. 25), approved February 18, 1948:

RICHARD W. MALLARY, At Large District of Vermont.

### MESSAGE FROM THE SENATE

A message from the Senate by Mr. Arrington, one of its clerks, announced that the Senate had passed without amendment bills of the House of the following titles:

H.R. 12488. An act to change the name of the Columbia lock and dam, on the Chattahoochee River, Ala., to the George W. Andrews lock and dam.

The message also announced that the Senate had passed a joint resolution of the following title, in which the concurrence of the House is requested:

S.J. Res. 197. Joint resolution to provide a procedure for settlement of the dispute on the Pacific coast between certain shippers and associated employers and certain employees.

The message also announced that Mr. COTTON had been appointed a conferee on the bill (H.R. 12067) entitled "An act making appropriations for foreign assistance and related programs for the fiscal year ending June 30, 1972, and for other purposes" in place of Mr. FONG, excused.

The message also announced that the Vice President, pursuant to Public Law 86-42, had appointed Mr. Cook as a member, on the part of the Senate, of the U.S. group of the Canada-United States Interparliamentary Conference to be held in Ottawa, Canada, February 17 to 20, 1972.

[Observe that bills from the Senate to the House read *An act*. If the copy should read *A bill*, change to *An act* in conformity with this rule, and place number first. Note also the following forms:]

A message from the Senate, by Mr. Landers, its enrolling clerk, announced that the Senate had passed with an amendment the bill (H.R. 3707) making appropriations for certain expenses incident to the 1st session of the 82d Congress, in which the

concurrence of the House of Representatives is requested.

The message also announced that the Senate had passed a joint resolution (S.J. Res. 20) making available the sum of \$150,000 for the construction, etc.

The message also announced that the Senate had adopted the following resolution:

S. RES. 209

*Resolved*, That the Senate has heard with profound sorrow the announcement of the death of Hon. HENRY B. STEAGALL, late a Representative from the State of Alabama, etc.

### MESSAGE FROM THE PRESIDENT

A message in writing from the President of the United States was communicated to the House by Mr. Leomar, one of his secretaries, who also informed the House that on the following dates the President approved and signed bills and a joint resolution of the House of the following titles:

On June 2, 1971:

H.R. 4209. An act to amend the Revised Organic Act of the Virgin Islands.

On June 4, 1971:

H.R. 5765. An act to extend for 6 months the time for filing the comprehensive report of the Commission on the Organization of the Government of the District of Columbia; and

H.J. Res. 583. Joint resolution designating the last full week in July of 1971 as "National Star Route Mail Carriers Week."

[Observe that bills coming from the President take the form of *An act*. This rule must be followed invariably, even if the copy reads *A bill*.]

### MRS. VIRGINIA THRIFT

Mr. COUDERT. Mr. Speaker, by direction of the Committee on House Administration, I submit a privileged resolution (H. Res. 321) and ask for its immediate consideration.

The Clerk read as follows:

*Resolved*, That there shall be paid out of the contingent fund of the House to Mrs. Virginia Thrift, widow of Chester R. Thrift, late an employee of the House, an amount equal to six months' salary compensation at the rate he was receiving at the time of his death, and an additional amount not to exceed \$250 to defray funeral expenses of the said Chester R. Thrift.

The resolution was agreed to, and a motion to reconsider was laid on the table.



## BILLS PRESENTED TO THE PRESIDENT

Mr. KLEIN, from the Committee on Rules, reported that that committee did on this day present to the President, for his approval, bills of the House of the following titles:

H.R. 3331. An act for the relief of Harry L. Smith; and

H.R. 3366. An act to amend section 409 of the Interstate Commerce Act, relating to joint rates of freight forwarders and common carriers by motor vehicle.

## ENROLLED BILLS SIGNED

Mr. HAYS, from the Committee on House Administration, reported that that committee had examined and found truly enrolled bills of the House of the following titles, which were thereupon signed by the Speaker:

H.R. 4209. An act to amend the Revised Organic Act of the Virgin Islands; and

H.R. 8190. An act making supplemental appropriations for the fiscal year ending June 30, 1971, and for other purposes.

## THE PRIVATE CALENDAR

The SPEAKER. The Clerk will call the first bill on the Private Calendar.

### JOHN SIMS

The Clerk called the first bill on the Private Calendar, H.R. 399, for the relief of John Sims.

There being no objection, the Clerk read the bill, as follows:

*Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled, That the Secretary of the Treasury is authorized and directed to pay to John Sims, Mobile, Alabama, the sum of \$5,000.*

The SPEAKER. The gentleman from Florida offers an amendment, which the Clerk will report.

The Clerk read as follows:

Amendment by Mr. SIKES: In line 4, after the word "pay", add a comma and the following words: "out of any money in the Treasury not otherwise appropriated".

The SPEAKER. The question is on agreeing to the amendment.

The amendment was agreed to.

On motion of Mr. SIKES, a motion to reconsider the vote by which the bill was passed was laid on [not upon] the table.

## SENATE BILLS REFERRED

Bills of the Senate of the following titles were taken from the Speaker's table and, under the rule, referred as follows:

S. 962. An act for the relief of Mr. and Mrs. Frank Holehan; to the Committee on the Judiciary.

S. 1077. An act for the relief of William A. Haag; to the Committee on the Judiciary.

[In the reference of Senate acts to House committees the name of the committee will be repeated after each act, though there may be several acts referred to the same committee.]

## COMMITTEE OF THE WHOLE HOUSE ON THE STATE OF THE UNION

### EMERGENCY TARIFF

Mr. DOW. Mr. Speaker, I move that the House resolve itself into the Committee of the Whole House on the State of the Union for the consideration of the bill (H.R. 2435) imposing temporary duties upon certain agricultural products, and so forth.

The SPEAKER. Is there objection? [After a pause.] The Chair hears none. The question is on the motion of the gentleman from New York that the House resolve itself into the Committee of the Whole House on the State of the Union for the consideration of the bill H.R. 2435, the emergency tariff bill.

The motion was agreed to.

Accordingly the House resolved it-

self into the Committee of the Whole House on the State of the Union for the consideration of the bill H.R. 2435, with Mr. McCORMACK in the chair.

The CHAIRMAN. The Clerk will report the bill.

[When the House has resolved itself into the Committee of the Whole House on the State of the Union for the consideration of appropriation or other bills, the small cap heads shown are to be used preceding the introduction of each amendment.]

[See the following examples:]

The amendment was rejected.

The Clerk read as follows:

### RURAL RENEWAL

For necessary expenses, including administrative expenses, in carrying out the * * *

## AMENDMENT OFFERED BY MR. PELLY

Mr. PELLY. Mr. Chairman, I offer an amendment.

The Clerk read as follows:

Amendment offered by Mr. PELLY: On page 27, strike out line 16 through line 20.

Mr. PELLY. Mr. Chairman, my amendment would strike \$1 million to initiate * * *.

The CHAIRMAN. The question is on the amendment offered by the gentleman from Washington (Mr. PELLY).

The question was taken; and on a division (demanded by Mr. PELLY) there were—ayes 119, noes 99.

So the amendment was agreed to.

## AMENDMENT OFFERED BY MR. FINDLEY OF PENNSYLVANIA

Mr. FINDLEY of Pennsylvania. Mr. Chairman, I offer an amendment, which is at the Clerk's desk.

The Clerk read as follows:

Amendment offered by Mr. FINDLEY of Pennsylvania: Page 33, after line 12, insert the following:

"SEC. 607. None of the funds provided herein shall be used to pay the salary of * * *."

Mr. WHITTEN. Mr. Chairman, I make a point of order against * * *.

Mr. JAVITS. Mr. Chairman, I move that the Committee do now rise.

The motion was agreed to.

Accordingly the Committee rose; and the Speaker having resumed the chair, Mr. McCORMACK, Chairman of the Committee of the Whole House on the State of the Union, reported that that Committee, having had under consideration the bill H.R. 2435, had come to no resolution thereon.

## AMENDING THE INTERNATIONAL DEVELOPMENT ASSOCIATION ACT

Mr. PATMAN. Mr. Speaker, I move that the House resolve itself into the Committee of the Whole House on the State of the Union for the consideration of the bill (S. 2010) to provide for increased participation by the United States in the International Development Association.

The SPEAKER. The question is on the motion offered by the gentleman from Texas.

The motion was agreed to.

## IN THE COMMITTEE OF THE WHOLE

Accordingly the House resolved itself into the Committee of the Whole House on the State of the Union for the consideration of the bill, S. 2010, with Mr. NEDZI in the chair.

The Clerk read the title of the bill. By unanimous consent, the first reading of the bill was dispensed with.

The CHAIRMAN. The Chair recognizes the gentleman from Texas.

Mr. PATMAN. Mr. Chairman, I yield myself such time as I may use.

Mr. Chairman, I rise today to urge my colleagues in the House to join me in support of S. 2010, a bill authorizing the United States to * * *

## AMENDMENT OFFERED BY MR. ARCHER

Mr. ARCHER. Mr. Chairman, I offer an amendment.

The Clerk read as follows:

Amendment offered by Mr. ARCHER: On page 1, line 3, strike out "\$320,000,000" * * *

(Mr. ARCHER asked and was given permission to revise and extend his remarks.)

Mr. ARCHER. Mr. Chairman, at a time when the United States is suffering from a serious balance-of-payments deficit, it is in my opinion * * *

The CHAIRMAN. The question is on the amendment offered by the gentleman from Texas (Mr. ARCHER).

The question was taken; and on a division (demanded by Mr. ARCHER) there were—ayes 36, noes 33.

## TELLER VOTE WITH CLERKS

Mr. PATMAN. Mr. Chairman, I demand tellers.

Tellers were ordered.

Mr. BROWN of Michigan. Mr. Chairman, I demand tellers with clerks.

Tellers with clerks were ordered; and the Chairman appointed as tellers Messrs. ARCHER, GONZALEZ, PATMAN, and ROUSSELOT.

The Committee divided, and the tellers reported that there were—ayes 165, noes 191, not voting 75, as follows:

[Roll No. 16]

[Recorded Teller Vote]

* * *

So the amendment was rejected.

The CHAIRMAN. If there is no further request for time, the Clerk will read.

The Clerk read as follows:



*Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled, That the International Development . . .*

#### COMMITTEE AMENDMENT

The CHAIRMAN. The Clerk will report the next committee amendment. The Clerk read as follows:

Committee amendment: Page 2, line 5, strike out the quotation mark and insert the following:

"Sec. 12. The Secretary of the Treasury shall instruct the United States . . .

Mr. PATMAN (during the reading). Mr. Chairman, this is the same amendment that was passed in the two preceding bills. It deals with narcotics. I do not think there is any objection to it.

I ask unanimous consent that further reading of the amendment be dispensed with, that it be printed in the RECORD, and be open to amendment.

#### Conference report and statement

Conference reports and statements to be set in 6½ point.

Use 6-point slug before and after conference report and statement.

In the Senate place the names of Senators first. In the House the names of Members are to be first.

Follow copy literally in the report. Observe the form *Amendments numbered 1, 2, 3, etc.*, and when the amendment is to make an independent paragraph, the phrase *And the Senate [or House] agree to the same* will be a paragraph by itself; otherwise it will be run in after the amendment with a semicolon. Examples of each are given in the report following.

In the statement change *numbered*, when in copy, to *No.*, as *amendment No. 1*, but do not supply *No.* or *amendment* if omitted in copy; otherwise regular style will prevail.

Note particularly that in Senate copy of conference reports the form *Amendment numbered 1, etc.*, is generally stricken from the beginning of the paragraph by the clerks.

(See pp. 408-410 for styles of conference report set as House report and as Senate document.)

#### CONFERENCE REPORT (H. REPT. NO. 89-12)

The committee of conference on the disagreeing votes of the two Houses on the amendments of the Senate to the bill (H.R. 7160) to provide for research into basic laws and principles relating to agriculture, and to provide for the further development of cooperative agricultural extension work and the more complete endowment and support of land-grant colleges, having met, after full and free conference, have agreed to recommend and do recommend to their respective Houses as follows:

That the House recede from its disagreement to the amendments of the Senate numbered 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, and 17, and agree to the same.

Amendment numbered 2: That the House recede from its disagreement to the amendment of the Senate numbered 2, and agree to the same with an amendment as follows: In the House bill insert "Puerto Rico and the" after the word "to", in line 16, on page 2; insert "Puerto Rico and" after the word "to" in lines 7 and 23 on page 4; before the word "all" in

The CHAIRMAN. Is there objection to the request of the gentleman from Texas?

There was no objection.

The CHAIRMAN. The question is on the amendment offered by the gentleman from New York (Mr. RANGEL).

The amendment was agreed to.

The CHAIRMAN. Under the rule, the Committee rises.

Accordingly the Committee rose; and the Speaker having resumed the chair, Mr. NEDZI, Chairman of the Committee of the Whole House on the State of the Union, reported that that Committee having had under consideration the bill (S. 2010) to provide for increased participation by the United States in the International Development Association, pursuant to House Resolution 786, he reported the bill back to the House with sundry amendments adopted by the Committee of the Whole.

line 11 on page 4, and after the word "to" in line 5 on page 5; and insert "Puerto Rico or" after the word "of" in line 10 on page 4, after the word "which" in line 14 on page 4, after the word "If" in line 18 on page 4, and after the word "to" in lines 2 and 3 on page 5; and the Senate agree to the same.

ALBERT THOMAS,  
MICHAEL J. KIRWAN,  
CLARENCE CANNON,  
BEN F. JENSEN,  
JOHN TABER,

*Managers on the Part of the House.*

[1 lead]

CARL HAYDEN,  
RICHARD B. RUSSELL

(though unable to attend the conference, I approve this report except as to Senate action in receding on amendments 1, 2, 3, and 4. I think Senate conferees should have



insisted on these four),  
 DENNIS CHAVEZ,  
 LISTER HILL,  
 JOHN L. MCCLELLAN,  
 WARREN G. MAGNUSON,  
 STYLES BRIDGES,  
 LEVERETT SALTONSTALL,  
 MILTON R. YOUNG

(except I do not agree with position of conferees on amendments 1, 2, 3, and 4),

KARL E. MUNDT,

*Managers on the Part of the Senate.*

[Notations such as "By L. M." or "By P. W." are to be omitted.]

#### JOINT EXPLANATION STATEMENT OF THE COMMITTEE OF CONFERENCE

The managers on the part of the House at the conference on the disagreeing votes of the two Houses on the amendments of the Senate to the bill (H.R. 7160) to provide for research into basic laws and principles relating to agriculture and to provide for the further development of cooperative agricultural extension work and the more complete endowment and support of land-grant colleges, submit the following written statement in explanation of the effect of the action agreed upon by the conferees and recommended in the accompanying conference report.

On amendment No. 1: This amendment eliminates Alaska from the benefits of title I of the bill. The House recedes with an amendment giving such benefits to Alaska.

On amendments Nos. 3 and 4: These amendments provide for an equal allotment of aid under title I in the amount of \$20,000 to each State and to the Territory of Hawaii each year before the remainder is allotted on the basis of farm population; and the House recedes.

On amendments Nos. 14, 15, 16, and 17: These amendments are for the purposes of making section 22 of the bill apply to the Territory of Hawaii; and the House recedes.

H. P. FULMER (except amendment No. 19),  
 CLARENCE CANNON,  
 CLIFFORD R. HOPE,

*Managers on the Part of the House.*

[6-point slug after the statement.]

#### Pension bills

##### PENSIONS

The SPEAKER pro tempore. Under the previous order of the House, private pension bills and bills relating to pension legislation are in order for consideration today.

Mr. BUSH. Mr. Speaker, I move that the House resolve itself into the Committee of the Whole House for the consideration of the bill (H.R.

5214) granting pensions and increase of pensions to certain soldiers and sailors of the Regular Army and Navy, and certain soldiers and sailors of wars other than the Civil War, and to widows of such soldiers and sailors; and, pending that, I would like to ask if we can make some arrangement as to the time for general debate.

The motion of Mr. BUSH was agreed to.

Accordingly the House resolved itself into the Committee of the Whole House, with Mr. MCCORMACK in the chair.

The Clerk read the title of the bill H.R. 5214.

The bill is as follows:

*Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled, That the Administrator of Veterans' Affairs be, and he is hereby, authorized and directed to place on the pension roll, subject to the provisions and limitations of the pension laws—*

The name of Hattie Hjelmberg, widow of William Hjelmberg, late of the Fourth Company United States Coast Artillery Corps, war with Spain, and pay her a pension at the rate of \$12 per month.

Mr. FULTON. Mr. Speaker, I call up the bill (H.R. 6507) granting pensions and increase of pensions to certain soldiers and sailors of the Civil War and certain widows and dependent children of soldiers and sailors of said war, and I ask unanimous consent that this bill be considered in the House as in Committee of the Whole House.

The SPEAKER pro tempore. The Chair hears no objection, and the Clerk will report the bill.

The Clerk read the bill, as follows:

*Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled, That the Administrator of Veterans' Affairs be, and he is hereby, authorized and directed to place on the pension roll, subject to the provisions and limitations of the pension laws—*

The name of Mary M. Lytel, helpless and dependent daughter of Isaac Lytel, late of Company D, One Hundred and Eighteenth Regiment, Ohio Volunteer Infantry, and pay her a pension at the rate of \$20 per month.

#### Amendments

[As figures are used in bills to express sums of money, dates, paragraph numbers, etc., amendments involving such expressions must be set in figures thus: Strike out "\$840" and insert "\$1,000", etc. For other enumerations in bill style, see rule 2.11, p. 8.]

The next business on the Speaker's table was the bill (H.R. 4167) to enable national banking associations to extend their corporate existence, returned from the Senate with sundry amendments.

The SPEAKER. The Clerk will read the amendments.

The Clerk read the amendments, as follows:

First amendment: Page 2, line 20, after the word "law", insert "or unless hereafter modified or repealed".

Add to line 21, as follows:

"*Provided*, That soldiers and sailors who lost either an arm or a leg during the late war shall be exempt from paying any special tax as peddlers of tobacco, snuff, or cigars".

[Observe that amendments are quoted when preceded by 6½-point introduction.]

Mr. MAGEE. I move the following amendments:

The amendments were read as follows:

In line 3, after the word "condemned", insert "cast-iron cannon".

In line 5, strike out "to be used" and insert "for use and ornamentation".

Page 2, line 14, strike out "southern".

The reading of the bill was resumed.

The next amendment was, in line 25, after the word "book", to strike out "cases" and insert "rests"; in the same line, strike out "\$5,000" and insert "\$2,500", so as to make the clause read:

For purchase of ice, buckets, file holders, bookrests, and clocks, \$8,600; \$2,500 of this sum to be expended for shelving and file holders in the second auditor's office.

The amendment was agreed to.

The Clerk read as follows:

Amend by striking out the words "from the date of her husband's death".

The amendment was agreed to, and the bill as amended was ordered to be engrossed and read a third time; and being engrossed, it was accordingly read the third time and passed.

#### CONTESTED ELECTION, CARTER AGAINST LeCOMPTE—MESSAGE FROM THE CLERK OF THE HOUSE OF REPRESENTATIVES (H. DOC. NO. 235)

The SPEAKER laid before the House the following message from the Clerk of the House of Representatives, which was read and, with the accom-

panying papers, referred to the Committee on House Administration:

AUGUST 23, 1957.

The Honorable the SPEAKER,  
House of Representatives.

SIR: I have the honor to lay before the House of Representatives the contest for a seat in the House of Representatives from the Fourth Congressional District of the State of Iowa, Steven V. Carter against Karl M. LeCompte, notice of which has been filed in the office of the Clerk of the House; and also transmit herewith original testimony, papers, and documents relating thereto.

#### EXTENSION OF REMARKS

By unanimous consent, permission to revise and extend remarks was granted to:

Mr. MADDEN.

Mr. ULLMAN, to extend his remarks immediately following those of Mr. CONABLE today.

Mr. ICHORD in two instances and to include extraneous matter.

Mr. MAYNE to revise and extend his remarks and include extraneous matter during general debate today on House Joint Resolution 1025.

(The following Members (at the request of Mr. VEYSEY), and to include extraneous matter:)

Mr. HASTINGS.

Mr. RAILSBACK in three instances.

Mr. TEAGUE of California.

Mr. HALL.

Mr. SCHWENGEL in two instances.

#### LEAVE OF ABSENCE

(By unanimous consent, leave of absence was granted to:)

Mr. HORTON (at the request of Mr. GERALD R. FORD) for February 16 and the balance of the week, on account of official business.

Mr. TALCOTT (at the request of Mr. GERALD R. FORD), for February 16 through February 23, on account of official business.

Mr. SMITH of Iowa (at the request of Mr. Boggs), for today, on account of official business.

Adjournment, recess, and evening session

#### ADJOURNMENT

Mr. JONES of Alabama. Mr. Speaker, I move that the House do now adjourn.

The motion was agreed to; accordingly (at 4 o'clock p.m.) the House adjourned until tomorrow, Wednesday, January 26, 1972, at 12 o'clock noon.

### RECESS

The **SPEAKER**. The Chair declares a recess subject to the call of the Chair.

Accordingly (at 12 o'clock and 1 minute p.m.) the House stood in recess subject to the call of the Chair.

### RECESS

The **SPEAKER**. The hour for the recess has arrived. The Chair will state that should he be absent this evening the gentleman from Georgia, Mr. CAMP, will act as Speaker pro tempore.

The hour of half past 4 o'clock having arrived, the House, in pursuance of its order, took a recess until half past 7 o'clock this evening.

### EVENING SESSION

The recess having expired, the House reassembled at half past 7 o'clock p.m. and was called to order by Mr. CAMP as Speaker pro tempore.

[Follow copy as to expressing time of adjournment as 6 o'clock and 25 minutes p.m., or 6:25 p.m. If necessary, the headings *Recess* and *Adjournment* must be supplied in House and Senate copy.]

### MOTION TO DISCHARGE COMMITTEE

MARCH 17, 1952.

To the CLERK OF THE HOUSE OF REPRESENTATIVES:

Pursuant to clause 4 of rule XXVII, I, PERCY J. PRIEST, move to discharge the Committee on Banking and Currency from the consideration of the bill (H.R. 2887) entitled "A bill transferring certain functions of the Price Administrator, with respect to petroleum and petroleum products, to the Petroleum Administrator for War," which was referred to said committee March 7, 1952, in support of which motion the undersigned Members of the House of Representatives affix their signatures, to wit:

1. Percy J. Priest.
2. Oren Harris.
217. William E. Hess.
218. James G. Polk.

This motion was entered upon the Journal, entered in the CONGRESSIONAL RECORD with signatures thereto, and referred to the Calendar of Motions To Discharge Committees, February 21, 1952.

### House briefs

[The briefs follow at end of day's proceedings. Heads and dashes to be used as shown here.]

### EXECUTIVE COMMUNICATIONS, ETC.

Under clause 2 of rule XXIV, executive communications were taken from the Speaker's table and referred as follows:

1500. A communication from the President of the United States, transmitting his findings regarding the importation of marble, travertine, and articles of marble suitable for use as monumental, paving, or building stone, pursuant to section 351 (a) (2) of the Trade Expansion Act (H. Doc. No. 92-237); to the Committee on Ways and Means and ordered to be printed.

1501. A letter from the Under Secretary of Agriculture, transmitting a draft of proposed legislation to repeal certain acts relating to exportation of tobacco plants and seeds, naval stores, and wool; to the Committee on Agriculture.

### RECEIVED FROM THE COMPTROLLER GENERAL

1523. A letter from the Comptroller General of the United States, transmitting a report on the examination of financial statements of the National Flood Insurance Program, Federal Insurance Administration, Department of Housing and Urban Development, for fiscal year 1970, pursuant to 31 U.S.C. 841 (H. Doc. No. 92-238); to the Committee on Government Operations and ordered to be printed.

1524. A letter from the Comptroller General of the United States, transmitting a report on ways to increase U.S. exports under the trade opportunities program implemented by the Departments of State and Commerce; to the Committee on Government Operations.

[Use the following form if only one communication is submitted—7½ point:]

194. Under clause 2 of rule XXIV, a letter from the Secretary of the Treasury, transmitting a statement of the estimated cost of revised central heating, lighting, and power-plant project, Washington, D.C. (H. Doc. No. 89-102), was taken from the Speaker's table, referred to the Com-



mittee on Public Works, and ordered to be printed.

[Note the insertion of (*H. Doc. No.* —) in cases where papers are ordered to be printed as a document. To be inserted only when ordered to be printed or its equivalent appears in copy.]

## REPORTS OF COMMITTEES ON PUBLIC BILLS AND RESOLUTIONS

Under clause 2 of rule XIII, reports of committees were delivered to the Clerk for printing and reference to the proper calendar, as follows:

Mr. PATMAN: Committee of conference. Conference report on S. 748 with amendment (Rept. No. 92-830). Ordered to be printed.

Mr. PATMAN: Committee of conference. Conference report on S. 749, with amendment (Rept. No. 92-831). Ordered to be printed.

Mr. PATMAN: Committee of conference. Conference report on S. 2010 with amendment (Rept. No. 92-832). Ordered to be printed.

[Note: "Without amendment" is not used.]

## REPORTS OF COMMITTEES ON PRIVATE BILLS AND RESOLUTIONS

Under clause 2 of rule XIII, reports of committees were delivered to the Clerk for printing and reference to the proper calendar, as follows:

Mr. MITCHELL: Committee on Armed Services. H.R. 1825. A bill for the relief of William M. Stoddard; with amendment (Rept. No. 155). Referred to the Committee of the Whole House.

Mr. SPRINGER: Committee on Armed Services. S. 2445. An act for the relief of Clarence R. Killion; with amendment (Rept. No. 156). Referred to the Committee of the Whole House.

[Use above form also when only one report is submitted.]

## ADVERSE REPORTS

Under clause 2 of rule XIII,

Mr. WALTER: Committee on the Judiciary. H.R. 3347. A bill for the relief of Edward Dietrich, a veteran of the World War (Rept. No. 89-1054). Laid on the table.

Mr. STANLEY: Committee on House Administration. House Resolution 188. Resolution to provide for printing of 1,000 additional copies of the hearings held before the Committee on Banking and Currency of the House on the bill H.R. 10517, entitled "For increasing

and stabilizing the price level of commodities, and for other purposes" (Rept. No. 92-1035). Ordered to be printed.

[Use above form also when only one report is submitted.]

## PUBLIC BILLS AND RESOLUTIONS

Under clause 4 of the rule XXII, public bills and resolutions were introduced and severally referred as follows:

By Mrs. ABZUG:

H.R. 12736. A bill relating to the nullification of certain criminal records; to the Committee on the Judiciary.

H.R. 12737. A bill to amend the Civil Rights Act of 1964 in order to prohibit discrimination on the basis of physical or mental handicap in federally assisted programs; to the Committee on the Judiciary.

[Use the following form when only one bill or resolution is submitted:]

Under clause 4 of rule XXII,

Mr. EATON introduced a bill (H.R. 7568) to increase the cost of the public building at Woodbury, N.J., which was referred to the Committee on Public Works.

## MEMORIALS

Under clause 4 of rule XXII, memorials were presented and referred as follows:

[Use the following form when submitted by the Speaker if *By the Speaker* is not in copy:]

200. By the SPEAKER: Memorial of the Senate of the Commonwealth of Massachusetts, relative to the persecution of Soviet Jews; to the Committee on Foreign Affairs.

201. Also, memorial of the Legislature of the State of Oklahoma, relative to the development of Oklahoma's water resources; to the Committee on Interior and Insular Affairs.

202. Also, memorial of the Legislature of the State of Alabama, relative to the posthumous restoration of Robert E. Lee's citizenship; to the Committee on the Judiciary.

[Use the following form when only one memorial is submitted:]

Under clause 4 of rule XXII,

203. The SPEAKER presented a memorial of the Legislature of the State of Rhode Island, ratifying the proposed amendment to the Constitution of the United States extending the rights to vote to citizens 18 years of age and older; to the Committee on the Judiciary.

## PRIVATE BILLS AND RESOLUTIONS

Under clause 1 of rule XXII, private bills and resolutions were introduced and severally referred as follows:

By Mr. BINGHAM:

H.R. 12505. A bill for the relief of Portia Brooks; to the Committee on the Judiciary.

By Mr. DON H. CLAUSEN:

H.R. 12506. A bill for the relief of Jerry A. Langer; to the Committee on the Judiciary.

By Mr. FREY:

H.R. 12507. A bill for the relief of Teresa Ryan; to the Committee on the Judiciary.

By Mr. HELSTOSKI:

H.R. 12508. A bill for the relief of Jack George Makari; to the Committee on the Judiciary.

[Use the following form if only one bill or resolution is submitted:]

Under clause 1 of rule XXII,

Mr. DAVIS of Georgia introduced a bill (H.R. 13648) for the relief of Sfc. Lyle L. Carpenter, which was referred to the Committee on the Judiciary.

## PETITIONS, ETC.

Under clause 1 of rule XXII, petitions and papers were laid on the Clerk's desk and referred as follows:

2396. By the SPEAKER: Petition of Kay Edmonston, Washington, D.C., relative to a grievance against J. Edgar Hoover and others, dated March 8, 1952; to the Committee on the Judiciary.

2397. By Mr. LEA: Petition of citizens of Danville, Ill., protesting against legislation restricting the freedom of worship (H.R. 4388); to the Committee on the District of Columbia.

[Use the following form if only one petition, etc., is submitted:]

Under clause 1 of rule XXII,

180. The SPEAKER presented a petition of Andrew W. Schroeffel, Los Angeles, Calif., relative to impeachment of a judge, which was referred to the Committee on the Judiciary.

[Showing use of italic lines over petitions, etc.:]

[Omitted from the Record of  
March 7, 1966]

2349. By Mr. PATMAN: House Concurrent Resolution 13 of the Texas Legisla-

ture, urging immediate official recognition by the United States of the Government of Mexico as administered by President Obregon; to the Committee on Foreign Affairs.

[Submitted March 8, 1966]

2360. By Mr. DELANEY (by request): Cablegram from the Asociación de Hacendados y Colonos, of Cuba, urging larger concessions to Cuban sugar and tobacco in the reciprocity treaty; to the Committee on Ways and Means.

[If *et al.* is used in petitions, change it to *and others.*]

## Resolution headings

There being no objection, the resolution was referred to the Committee on Public Works, and ordered to be printed in the RECORD, as follows:

### RESOLUTION 78-58-59

Resolution memorializing the Senate of the United States expressing opposition to H.R. 2, Chicago water diversion bill

Whereas H.R. 2 concerning the diversion of water from Lake Michigan to the Chicago Canal has recently passed the House of Representatives: Now, therefore, be it

*Resolved by the mayor and Common Council of the City of Sheboygan*, That by this resolution it go on record as opposing said diversion of water from Lake Michigan as contemplated in H.R. 2, and request that the Senators of the State of Wisconsin, to wit: the Honorable WILLIAM PROXMIRE and the Honorable ALEXANDER WILEY vote in opposition to said measure and do all that is possible to secure the defeat of said legislation.

There being no objection, the resolution was ordered to be printed in the RECORD, as follows:

### RESOLUTION OF NEW YORK CHAPTER, ASSOCIATION OF THE U.S. ARMY

Whereas it has been proposed that the size of the U.S. Army be reduced below its present figure, which figure is deemed to be too low, etc.

### RESOLUTION OF FRANK A. JOHNSON POST No. 758, AMERICAN LEGION, JOHNSON CITY, N.Y.

Whereas the railroads have played an important role in the development of this community and the Nation, both in peacetime and in times of national emergency, etc.

# CONGRESSIONAL RECORD INDEX

## GENERAL INSTRUCTIONS

Set in 6½ point on 7½-point slug, Record measure (14 picas).

In bound Record index, use all page numbers as shown on copy—whether in red or blue—if not killed.

Cap lines and italic lines are set flush left.

Entries 1 em, overs 2 ems.

## ABBREVIATIONS

Spell months if in brackets or parentheses (except in citations) even when followed by the day of the month.

Abbreviate States after all capitalized geographic names, as *N.Y.*, *N. Mex.*, etc.

☆Observe the following forms: (Omitted in Record), (Rept. 92-349), (S. Rept. 92-25), (S. Rept. —), (H. Rept. 92-41), (H. Rept. —), (S. Doc. 23), (H. Doc. 47), (H.J. Res. 26), (H. Con. Res. 5), (H. Res. 7), (S. Res. 7), (S.J. Res. 6), (S. Con. Res. 7), (S. 1495; H. Rept. 92-712), (H.R. 1252; S. Rept. 92-214).

[Public Law 92-16.]

(See bill S. 546—George bill.)

Note that *No.* is not used preceding the numbers in the foregoing.

## SPACING

Biweekly Record index (folioed in upper right-hand corner): No leads are to be used.

Bound Record index (folioed in lower right-hand corner): 1 lead will be used before each flush cap line as well as before each flush line in History of Bills and Resolutions.

## CAPITALIZATION

Capitalize principal words (and no quotes) in titles of addresses, articles, books, captions, editorials, essays, headings, headlines, motion pictures and plays, papers, poems, reports, songs, statements, subheadings, subjects, and themes.

☆Lowercase (and no quotes) is to be used after the following general terms: advertisements, letters, lists, memorandums, press releases, remarks, resolutions, tables, telegrams. Note that first word after comma is also lowercase:

<input type="checkbox"/> Telegram, price supports, from Indiana	<input type="checkbox"/> Appointed to funeral committee, S17850.
<input type="checkbox"/> citizens, H3909.	

Record, referring to Congressional Record, caps and lowercase.

In cap lines use small-cap "v." in place of *against*, in legal cases.

In cap lines all abbreviated words are to be treated similarly, as follows:

BAUMHART, A. D., JR. ( <i>a Representative</i> from Ohio).	BETHLEHEM (PA.) LEADER-VINDICA-
BARTLETT, E. L. (BOB) ( <i>a Delegate from</i> Alaska).	<input type="checkbox"/> TOR, editorial, Soil Conservation Pays
	<input type="checkbox"/> Dividends, E2283.

Descriptive words following cap words are to be lowercased. (See also under "Roman and italic" on next page.)

NEW YORK (city), article, Status of	MARYLAND (dredge), relief of owners
<input type="checkbox"/> Negroes in Police Department, E2360.	<input type="checkbox"/> (see bill H.R. 1942).

## PUNCTUATION

Comma precedes folio figures.

If numbers of several bills are given, use this form: S. 24, 2586; H.R. 217, 2287, etc.; that is, do not repeat *S.* or *H.R.* with each number. Separate the Senate and House bills with a semicolon.



Index cards that read back to subject must be followed.

A 3-em dash is used as a ditto for word or words leading up to either a colon or a comma :

☐ Atomic Energy Commission, H13685.  
☐ ——— appropriations, S15525.

☐ Cotton: production, H3379.  
☐ ——— selected data, E2094-E2099.

Asterisk indicates action on bill.

☆In flush cap lines a comma is used to separate run-in items and after indented sideheads. Examples:

ABBOTT, H. G., letter, family farmer,  
☐ ☐ E2044.  
☐ Remarks in House, munitions dump,  
☐ ☐ E4580.

☐ Article, American Way, H127.  
☐ Bill, Ship-repair facilities (see bill H.R.  
☐ 10).

## ROMAN AND ITALIC

Use roman for words in parentheses as (Omitted in Record), (Extensions of Remarks), (deceased), (administrator), (newspaper), (magazine), (vessel), (House), (Senate), (city), (State), and (Governor of Maryland), but use italic for (*late a Senator from New York*), (*a former Representative from Maryland*), *See*, and *see also*.

SCOTT, W. KERR (*late a Senator from*  
☐ ☐ *North Carolina*).  
ANDERSON, MALCOLM (Assistant Attor-  
☐ ☐ *ney General*), report, S3293.

CLYDE, GEORGE D. (Governor of Utah).  
☐ ☐ editorial, Plan To Save Lives, E2312.  
SAUND; D. S. (JUDGE) (*a Representative*  
☐ ☐ *from California*).

Names of vessels in italic—U.S.S. *Brooklyn*, steamship *Raleigh*.  
Court cases in italic. Contested-election cases in roman.

## FLUSH CAP LINES

The following designations, when set flush and caps, are to be separate lines (do not run in entries on these lines) :

President of the United States.

Vice President of the United States.

Names of Members or former Members of either Senate or House.

All standing committees, Senate or House.

Departments of the Government.

Executive nominations and confirmations.

Yea-and-nay votes.

PRESIDENT OF THE UNITED STATES.  
VICE PRESIDENT OF THE UNITED  
STATES.

SULLIVAN, LEONOR K. (MRS. JOHN B.)  
(*a Representative from Missouri*).

COMMITTEE ON PUBLIC WORKS  
(House).

COMMITTEE ON PUBLIC WORKS  
(Senate).

FARMS. *See* AGRICULTURE.

SENATE. *See also* HOUSE OF REPRESENTATIVES; YE-AND-NAY VOTES.

DEPARTMENT OF THE INTERIOR. *See also* SECRETARY OF THE INTERIOR.

EXECUTIVE NOMINATIONS AND CONFIRMATIONS.

Do not retain the words "bill to" under the headings "Bills" and "Bills and Resolutions."

The words "see bill(s)," for House and Senate bills, and "see," for resolutions, must be supplied :

☐ Agricultural Adjustment Act: repeal section prohibiting payments in certain cases (see bills H.R. 1832, 1859).  
Agricultural Adjustment Act of 1938: amend price supports (see bill S. 139).  
——— amend wheat marketing quotas (see bills S. 46; H.R. 1765, 1813).  
——— repeal section 348 (see bill H.R. 1573).

☐ Agricultural Act of 1949: amended act relative to price supports (see bills H.R. 12, 22).

——— compensate for underplanting (see H.J. Res. 136).

——— correct inequities in acreage allotments (see H.J. Res. 116, 118).

——— increase quotas (see H.J. Res. 40, 73, 105, 120, 130).

Other flush cap lines, not followed by a flush italic head, are run in, even if accompanied by only one item.

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[Indent matter immediately following flush heads if a subhead follows which reads back to the flush line. (See first entry under President of the United States, above.) Observe that public bills, resolutions, amendments, reports, letters, communications, petitions, and bills relating to corporations, societies, vessels, or like subjects are treated the same as private bills.]

### History of bills and resolutions in biweekly index

[In history of bills, use lowercase in Members' names; in titles of bills, follow style as to the use of figures and abbreviations; *etc.*, not *and so forth*. Follow copy as to the omission of the word *the* in or before committee. Follow copy on "Reported with amendment (or amendments)," but "Reported without amendment" (singular).]

S. 3328—To amend the Public Health Service Act to enlarge the authority of the National Health and Lung Institute in order to advance the national attack against diseases of the heart and blood vessels, the lungs, and blood, and for other purposes.

Mr. Kennedy (for himself, Mr. Williams, Mr. Magnuson, Mr. Javits, Mr. Schwelker, Mr. Beall, Mr. Cranston, Mrs. Eagleton, Mr. Hughes, Mr. Mondale, Mr. Nelson, Mr. Pell, Mr. Percy, Mr. Randolph, Mr. Stafford, and Mr. Taft); Committee on Labor and Welfare, S3896, S4328.

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H.R. 15883—To amend title 18, United States Code, to provide for expanded protection of foreign officials, and for other purposes.

Mr. Poff, Mr. McClory, Mr. Smith of New York, Mr. Railsback, Mr. Mayne, Mr. Keating, Mr. McKevitt, and Mr. Hogan; Committee on the Judiciary, H6601.

Reported with amendment (H. Rept. 92-1268), H7029.

Rules suspended. Amended and passed House, H7232.

Referred to Committee on the Judiciary, S13049.

Reported with amendment (S. Rept. 92-1105), S14348.

Amended and passed Senate, S15118.

Objection is heard, H8608.

House disagreed to Senate amendment and asked for a conference, H8708.

Conferees appointed, H8708.

Senate insisted on its amendments and agreed to a conference, S15954.

Conferees appointed, S15954.

### Bound Record

[In permanent Record History of Bills, actions run in with period and em dash. Intentions ☐ and overs ☐. One 2-point lead before each flush cap line; also use lead before each flush line in History of Bills.]

S. 30—Relating to the control of organized crime in the United States.

Debated, 575, 603, 815, 819, 820, 952, 972.—Amended and passed Senate, 972.—Referred to House Committee on the Judiciary, 1103.—Reported with amendment (H. Rept. 91-1549), 3454.—Made special order (H. Res. 1235), 35241.—Debated, 35195, 35287.—Amended and passed House, 35364.—Debated, 36280, 36294.—Senate concurs in House amendment, 36296.—Examined and signed, 36770, 36879.—Presented to the President,

36832.—Approved [Public Law 91-452], 37264.

H.R. 15767—For the relief of Mrs. Maria Zahanlacz (nee Bojkiwska).

Mr. Watkins; Committee on the Judiciary, 2648.—Reported with amendment (H. Rept. 91-1529), 34242.—Amended and passed House, 35163.—Referred to Senate Committee on the Judiciary, 35539.—Reported (S. Rept. 91-1358), 38445.—Passed Senate, 38842.—Examined and signed, 39110, 39126.—Presented to the President, 39111.—Approved [Private Law 91-196], 43067.

## 23. SENATE AND HOUSE JOURNALS

### GENERAL RULES

The Journals are set in 7½ point on 8½-point slug (except votes, which are 6 point on 6½-point slug and appear in columns), Record measure, and as a rule Record style prevails.

Messages from the President are set in 7½ point, and extracts in same are quoted.

Abbreviate States as provided in rule 9.13, except in amendments, which must be set bill style.

In amendments, matter stricken out must be set in roman, quoted; and matter inserted must be set in italic, bill style. Amendment of title of bill is set in roman, bill style, quoted, unless part of all amended and italicized bill. (Same applies in conference report.)

Omit comma between name of Senator or Representative and State in duplicate names, thus: Mr. Johnson of Colorado.

In the Journals names of Members are set in caps or in caps and small caps as in the Record.

Note use of semicolon in Papers Referred (p. 367).

Use 2 leads over and 1 lead under 7½-point heads on 8½-point slug; 1 lead over and under 6½-point heads.

Use 6½-point cap line for centerheads showing time of meeting after recess taken in a day's proceedings.

Addresses of visitors to Chamber in either House are set in 7½ point and quoted.

Omit (*II. Doc. No. 17*, etc.) if appearing in Senate copy in connection with any matter which has been ordered printed as an executive document.

Note instructions on page 377 regarding "rundowns" in setting votes in Senate and House Journals.

For abbreviations of bills, resolutions, etc., see rule 9.42.

Capitalize the word "Act" in all bill matter.

Indented matter will be set 2 ems for paragraphs and 1 em for overs; if more indented matter follows, indent accordingly.

### SENATE

[Observe punctuation and paragraphing]

FRIDAY, JANUARY 14, 1966

The VICE PRESIDENT called the Senate to order, and the Chaplain offered prayer, or

The Vice President being absent, Mr. PAUL H. DOUGLAS, from the State of Illinois, called the Senate to order at 12 o'clock m. (noon when daylight saving time), and the Chaplain offered prayer.

#### QUESTION OF QUORUM

Mr. McFARLAND raised a question as to the presence of a quorum;

Whereupon

The VICE PRESIDENT directed the roll to be called;

When

Fifty-seven Senators answered to their names, as follows:

Alken	Connally	Lehman
Anderson	Fulbright	McMahon
Byrd	George	Saltznstall
Cain	Kerr	Wiley

A quorum being present,

#### MESSAGE FROM THE HOUSE

A message from the House of Representatives, by Mr. Chaffee, one of its clerks:

*Mr. President:* The House of Representatives has passed the following bill and joint resolution, in which it requests the concurrence of the Senate:

H.R. 7158. An act to amend the Army Appropriation Act, approved July 11, 1932, so as to release appropriations for the completion of the acquisition of real estate in certain cases and making additional appropriations therefor; and

H.J. Res. 138. Joint resolution to repeal so much of the act of Congress approved February 28, 1932, as provides for the sale of Camp Eustis, Va.



The Speaker of the House of Representatives having signed two enrolled bills, viz, S. 1881 and H.R. 5622, I am directed to bring the same to the Senate for the signature of its President.

*Resolved by the House of Representatives (the Senate concurring), That the final report of the Select Committee on Foreign Aid be printed as a House document, and that five thousand additional copies of volume I be printed, of which three thousand copies shall be for the use of the House of Representatives, to be distributed by the House folding room and two thousand copies shall be for the use of the Select Committee on Foreign Aid.*

When said concurrent resolution was considered,

The following amendments, recommended by the Committee on House Administration, were agreed to:

[Do not close italic insert with a period unless it is part of the amendment.]

Page 1, line 2, after "That", insert *there be printed six thousand five hundred copies of*

Page 1, line 3, strike out "be printed as a House document and" and insert (*House Report Numbered 1845*)

Page 1, line 4, strike out "that five thousand additional copies of volume I be printed".

Page 1, line 6, strike out "Representatives to be distributed by the House" and insert *Representatives*,

[Note use of roman type and quotes for title amendment.]

The following amendments, recommended by the Committee on Ways and Means, were agreed to:

Page 1, line 6, strike out "July 1, 1956" and insert *April 1, 1956*

Page 2, line 2, strike out "July 1956" and insert *April 1956*

The bill, as amended, was ordered to be engrossed and read a third time, was read a third time by title, and passed.

By unanimous consent, the title was amended so as to read: "A bill to provide wage credits under title II of the Social Security Act for military service before April 1956, and to permit application for lump-sum benefits under such title to be made within two years after interment or reinterment in the case of servicemen dying overseas before April 1956".

The following amendments, recommended by the Committee on House Administration, were agreed to:

Line 1, after "That", insert *effective January 4, 1955*,

Line 2, strike out "H. Res. 88" and insert: *H. Res. 118*

The resolution, as amended, was then agreed to.

The title was amended so as to read: "A resolution to provide funds for studies and investigations to be conducted pursuant to H. Res. 118".

#### PETITIONS AND MEMORIALS

The VICE PRESIDENT laid before the Senate the following petitions, etc., which were referred as indicated:

A resolution adopted by the Finnish Women's Clubs of the Minnesota-Wisconsin district, remonstrating against the passage of House bill 9604, to take profiteering out of war and to equalize the burdens of war; to the Committee on Finance.

The VICE PRESIDENT laid before the Senate a concurrent resolution of the Legislature of the State of Arkansas, urging the enactment of legislation to provide for further flood control on the White River; which was ordered to lie on the table.

Mr. CARLSON presented a resolution adopted by Coffeyville Post No. 20, American Legion, of Coffeyville, Kans., praying the enactment of legislation providing adequate relief for disabled ex-servicemen; which was referred to the Committee on Finance.

Mr. LODGE presented the following petition and memorial, which were referred to the Committee on Appropriations:

A resolution adopted by Local No. 3, United Office and Professional Workers of America, of Boston, Mass., favoring the appropriation of further relief funds for the unemployed; and

A resolution adopted by the board of directors, Massachusetts Federation of Taxpayers' Associations, Inc., of Boston, Mass., remonstrating against the appropriation of additional relief funds save for the minimum needs of the unemployed, and favoring the reduction of governmental expenditures as a step toward permanent recovery.

#### REPORTS OF COMMITTEES

Mr. MORSE, from the Committee on Armed Services, to whom were re-

ferred the following bills, reported them each without amendment and submitted reports thereon, as follows:

S. 1733. A bill authorizing the Secretary of the Navy, in his discretion, to deliver to the president of the Milwaukee Press Club, of Milwaukee, Wis., the bell of the wrecked cruiser *Milwaukee* (Rept. No. 198); and

S. 1824. A bill to provide for the relief of certain officers of the Naval Reserve Force, and for other purposes (Rept. No. 199).

#### ENROLLED BILLS AND JOINT RESOLUTION SIGNED

Mr. KEFAUVER, from the Committee on the Judiciary, reported that they had examined and found truly enrolled the following bills and joint resolution:

S. 1881. An act to amend an act entitled "An act to provide a government for the Territory of Hawaii," approved April 30, 1900, as amended, to establish a Hawaiian Homes Commission, granting certain powers to the Board of Harbor Commissioners of the Territory of Hawaii, and for other purposes;

H.R. 5622. An act providing for the appraisal and sale of the Vashon Island Military Reservation in the State of Washington, and for other purposes; and

H.J. Res. 594. Joint resolution directing the Federal Trade Commission to investigate the policies employed by manufacturers in distributing motor vehicles, accessories and parts, and the policies of dealers in selling motor vehicles at retail, as these policies affect the public interest.

The VICE PRESIDENT thereupon signed the same, and they were delivered to the committee to be presented to the President of the United States.

#### INTRODUCTION OF BILLS

Bills were introduced, read the first and second times by unanimous consent, and referred as follows:

By Mr. KEFAUVER (for himself and Mr. GORE):

S. 2203. A bill to provide for the consolidation or redistribution of the powers and duties of the several executive departments of the Government of the United States relating to the Territory of Alaska, and for other purposes; to the Committee on Interior and Insular Affairs.

By Mr. CARLSON:

S. 2204. A bill for the relief of Christian Christensen; to the Committee on Finance.

By Mr. GEORGE:

S. 3785. A bill for the relief of the Fitzgerald Leader; and

S. 3786. A bill for the relief of the Ocilla Star; to the Committee on Finance.

#### PAPERS REFERRED

Papers in the cases hereinafter mentioned, to accompany bills heretofore introduced, were taken from the files and referred, under the rule, as follows:

William H. Van Name; John B. Hamblin; Hannah Vandenburg; Mary C. F. Warren; David Granger; and James Grogan; to the Committee on Finance.

#### JOINT SESSION TO RECEIVE COMMUNICATIONS FROM THE PRESIDENT

Mr. McFARLAND submitted the following concurrent resolution (S. Con. Res. 1); which was considered and agreed to:

*Resolved by the Senate (the House of Representatives concurring), That the two Houses of Congress assemble in the Hall of the House of Representatives on Wednesday, the 5th day of January 1966, at 2 o'clock in the afternoon, for the purpose of receiving such communications as the President of the United States shall be pleased to make to them.*

*Ordered, That the Secretary request the concurrence of the House of Representatives therein.*

#### NOTIFICATION TO THE PRESIDENT

Mr. McFARLAND submitted the following concurrent resolution (S. Res. 4); which was considered and agreed to:

*Resolved, That a committee consisting of two Senators be appointed to join such committee as may be appointed by the House of Representatives to wait upon the President of the United States and inform him that a quorum of each House is assembled and that the Congress is ready to receive any communication he may be pleased to make.*

#### PRESIDENTIAL APPROVALS

A message from the President of the United States, by Mr. Miller, his secretary:

*Mr. President:* The President of the United States approved and signed



the following acts and joint resolution:

On January 7, 1966:

S. 1934. An act granting the consent of Congress to the Huntington & Ohio Bridge Co. to construct, maintain, and operate a highway and street railway bridge across the Ohio River, between the city of Huntington, W. Va., and a point opposite in the State of Ohio.

On January 10, 1966:

S. 1794. An act to authorize the Secretary of Defense to release the Kansas City & Memphis Railroad & Bridge Co. from reconstructing its highway and approaches across its bridge at Memphis, Tenn.; and

S.J. Res. 111. Joint resolution to authorize an appropriation for expenses of participation by the United States in the 10th Pan American Sanitary Conference.

*Ordered*, That the Secretary notify the House of Representatives thereof.

#### FINAL ADJOURNMENT

On motion by Mr. GEORGE, and by unanimous consent,

[Overs flush.]

The Senate proceeded to consider the concurrent resolution (H. Con. Res. 41) authorizing the sine die adjournment of the present session of Congress on July 29, 1966.

On the question of agreeing to the said concurrent resolution,

It was determined { Yeas----- 40  
in the negative----- { Nays----- 40  
[8½ pleas] [5 pleas]

On motion by Mr. SALTONSTALL,

The yeas and nays being desired by one-fifth of the Senators present,

Senators who voted in the affirmative are—

Alken	Benton	Bridges
Anderson	Brewster	Byrd
Bennett	Bricker	Kefauver

Senators who voted in the negative are—

Eastland	Fulbright	Hayden
Ellender	George	Hunt
Ferguson	Green	McCarran

The Senate being equally divided the Vice President voted in the negative.

So the concurrent resolution was not agreed to.

*Ordered*, That the Secretary notify the House of Representatives thereof.

#### MATERNITY AND INFANT WELFARE

On motion by Mr. HILL,

The Senate resumed the consideration of its unfinished business, viz, the bill (S. 1039) for the public protection of maternity and infancy and providing a method of cooperation between the Government of the United States and the several States.

Mr. HILL raised a question as to the presence of a quorum;

Whereupon

The VICE PRESIDENT directed the roll to be called;

When

Forty Senators answered to their names, as follows:

Aiken	Jenner	Lodge	Martin
Ives	Knowland	Long	Maybank

The number of Senators present not constituting a quorum,

The VICE PRESIDENT directed the names of the absentees to be called;

When

Four Senators answered to their names, as follows:

Cordon	Thye	Young
McKellar		

A quorum not being present,

On motion by Mr. MCFARLAND, *Ordered*, That the Sergeant at Arms be directed to request the attendance of the absent Senators.

Pending the execution of the order, Mr. FERGUSON, Mr. HOLLAND, Mr. LANGER, Mr. NEELY, and Mr. WILEY appeared and answered to their names.

A quorum being present,

#### HOUSE BILLS AND JOINT RESOLUTION REFERRED

The bills and joint resolutions, except H.R. 9605 and H.R. 10055, this day received from the House of Representatives for concurrence, were severally read the first and second times by unanimous consent.

*Ordered*, That the bills H.R. 7534 and H.R. 7874 be referred to the Committee on Public Works;

That the bill H.R. 8780 be referred to the Committee on Agriculture;

That the bills H.R. 9257 and H.R. 9286 and the joint resolution H.J. Res. 613 be referred to the Committee on Rules;

That the bill H.R. 9816 be referred to the Committee on Public Works; and

That the joint resolution H.J. Res. 627 be referred to the Committee on Appropriations.



## RECESS

On motion by Mr. McFARLAND, at 5 o'clock and 12 minutes p.m.,

The Senate took a recess until 12 o'clock m. (noon when daylight saving time) tomorrow.

**MONDAY, JANUARY 24, 1966**

*(Legislative day of Friday, January 21, 1966)*

The PRESIDENT pro tempore called the Senate to order at 12

o'clock noon, and the Chaplain offered prayer.

## EXECUTIVE SESSION

On motion by Mr. McFARLAND, The Senate proceeded to the consideration of executive business; and, after the consideration of executive business,

On motion by Mr. McFARLAND, at 5 o'clock and 36 minutes p.m.,

The Senate, as in legislative session, took a recess until 12 o'clock noon tomorrow.

## HOUSE

[Observe the punctuation and paragraphing and that datelines are set in case 130 caps, centered. Follow Record style in the treatment of names and Members of Congress.]

**MONDAY, JANUARY 24, 1966**

The House was called to order by the Speaker.

The Journal of the proceedings of Thursday, January 20, 1966, was read and approved.

## COMMUNICATIONS

Executive and other communications, pursuant to clause 2, rule XXIV, were referred as follows:

19. A letter from the Chairman, National Archives, transmitting the report of the National Archives Trust Fund Board for the fiscal year ending June 30, 1965; to the Committee on Post Office and Civil Service.

20. A letter from the Postmaster General, Chairman, Board of Trustees, transmitting the report of operations of the Postal Savings System for the fiscal year ended June 30, 1965 (H. Doc. No. 11); to the Committee on Post Office and Civil Service and ordered to be printed.

[Use the following form if only one executive communication is transmitted:]

An executive communication, pursuant to clause 2, rule XXIV, was referred as follows:

719. A letter from the Secretary of the Treasury, transmitting a draft of a proposed bill, entitled "A bill to clarify the act of August 17, 1950, providing for the conversion of national banks into, and their merger and consolidation with, State banks," was taken from the Speaker's table and referred to the Committee on Banking and Currency.

## MESSAGE FROM THE PRESIDENT

A message in writing from the President of the United States was communicated to the House by Mr.

Hawks, one of his secretaries, who also informed the House that on the following dates the President approved and signed bills of the House of the following titles:

On January 6, 1966:

H.R. 2361. An act to provide for the reorganization of Government agencies, and for other purposes.

On January 7, 1966:

H.R. 1337. An act to authorize the sale of certain public lands in Alaska to the Alaska Council of Boy Scouts of America for recreation and other public purposes.

## MESSAGE FROM THE SENATE

A message from the Senate, by Mr. Carrell, one of its clerks, announced that the Senate had passed, with amendments in which the concurrence of the House is requested, a bill of the House of the following title:

H.R. 5060. An act making appropriations for the legislative branch for the fiscal year ending June 30, 1965, and for other purposes.

The message also announced that the Senate insists upon its amendments to the foregoing bill; requests a conference with the House on the disagreeing votes of the two Houses thereon; and appoints Mr. ELLENDER, Mr. CHAVEZ, Mr. McKELLAR, Mr. BRIDGES, and Mr. SALTONSTALL to be the conferees on the part of the Senate.

The message further announced that the President had informed the Senate that on June 13, 1965, he had approved and signed a bill of the Senate of the following title:

S. 314. An act authorizing the transfer of a certain tract of land in

the Robinson Remount Station to the city of Crawford, Nebr., and for other purposes.

#### ECONOMIC REPORT OF THE PRESIDENT

The **SPEAKER** laid before the House a message from the President of the United States, which was read, as follows:

THE WHITE HOUSE,

Washington, D.C., January 7, 1966.

The Honorable the **PRESIDENT OF THE SENATE**.

The Honorable the **SPEAKER OF THE HOUSE OF REPRESENTATIVES**.

**SIRS:** I am presenting herewith my Economic Report to the Congress, as required under the Employment Act of 1946.

In preparing this report, I have had the advice and assistance of the Council of Economic Advisers, members of the Cabinet, and heads of the independent agencies.

Together with this report I am transmitting a report, the Annual Economic Review, January 1966, prepared for me by the Council of Economic Advisers in accordance with section 4(c)(2) of the Employment Act of 1946.

Respectfully,

LYNDON B. JOHNSON.

The message, together with the accompanying papers, was referred to the Joint Committee on the Economic Report and ordered to be printed.

#### RECESS

At 12 o'clock and 7 minutes p.m. the House stood in recess until 12 o'clock and 40 minutes p.m.

AFTER RECESS—12:46 P.M.

The **SPEAKER** called the House to order.

#### A FURTHER MESSAGE FROM THE SENATE

A further message from the Senate, by Mr. Carrell, its enrolling clerk, announced that the Senate had passed without amendment concurrent resolutions of the House of the following titles:

**H. Con. Res. 1.** Concurrent resolution providing for a joint session of Congress on January 5, 1966.

**H. Con. Res. 2.** Concurrent resolution providing for a joint session of Congress on January 6, 1966, pursuant to the requirements of the Constitution and laws relating to the election of President and Vice President of the United States.

#### JOINT SESSION TO RECEIVE THE PRESIDENT'S MESSAGE

The Doorkeeper announced the President pro tempore and Members of the Senate, who entered the Hall of the House and took seats assigned them.

Whereupon, pursuant to House Concurrent Resolution 1, the Speaker called the joint session of the two Houses to order.

The **SPEAKER** appointed Mr. McCORMACK, Mr. DOUGHTON, and Mr. MARTIN of Massachusetts members on the part of the House of the committee to escort the President into the Hall of the House.

The **PRESIDENT** pro tempore of the Senate appointed Mr. BARKLEY, Mr. LUCAS, and Mr. WHERRY members on the part of the Senate of the committee to escort the President into the Hall of the House.

The Doorkeeper announced ambassadors, ministers, and chargés d'affaires of foreign governments, who entered the Hall of the House and took seats assigned them.

The Doorkeeper announced the members of the President's Cabinet, who entered the Hall of the House and took seats assigned them.

The President of the United States, at 1 o'clock and 2 minutes p.m., escorted by the committee on the part of both Houses, entered the Hall of the House and, at the Clerk's desk, delivered the following message:

Mr. President, Mr. Speaker, Members of the Congress, I am happy to report to this 81st Congress that the state of the Union is good. Our Nation is better able than ever before to meet the needs of the American people and to give them their fair chance in the pursuit of happiness. It is foremost among the nations of the world in the search for peace.

At 1 o'clock and 32 minutes p.m., the President retired from the Hall of the House, accompanied by the members of his Cabinet.

The ambassadors, ministers, and chargés d'affaires of foreign governments retired from the Hall of the House.

The **SPEAKER** declared the joint session of the two Houses dissolved.

The **PRESIDENT** pro tempore and Members of the Senate then returned to their Chamber.

The **SPEAKER** then called the House to order.



## ROLLCALL CORRECTION

On motion of Mr. JACKSON of California, by unanimous consent,

*Ordered*, That rollcall No. 3 be corrected to show him present and voting in the negative.

## COMMITTEE ON APPROPRIATIONS

Mr. McCORMACK submitted the following resolution, which was considered and agreed to (H. Res. 43):

*Resolved*, That during the 81st Congress, the Committee on Appropriations shall be composed of 45 members.

A motion to reconsider the vote whereby said resolution was agreed to was, by unanimous consent, laid on the table.

## MEMBERS-ELECT SWORN IN

The following Members-elect, whose credentials had been received by the Clerk of the House, presented themselves at the bar of the House and took the oath of office prescribed by law: Mr. CHESTER C. GORSKI, from the 44th District of the State of New York; Mr. ANTHONY F. TAURIELLO, from the 43d District of the State of New York.

CONTESTED-ELECTION CASE OF ROY  
AGAINST JENKS

Mr. KERR, by direction of the Committee on Elections No. 3, reported (Rept. No. 2255) the resolution (H. Res. 482) in the contested-election case of Alphonse Roy against Arthur B. Jenks, from the First Congressional District of the State of New Hampshire.

Said resolution and report were referred to the House Calendar and ordered to be printed.

## REFERENCE OF BILL H.R. 3700

On motion of Mr. BOKNER, by unanimous consent, the Committee on Government Operations was discharged from further consideration of the bill (H.R. 3700) to provide for the return to the former owners of the real property at Camp Stewart, Ga.

When said bill was referred to the Committee on Armed Services.

## SUBCOMMITTEE TO SIT

On motion of Mr. SADOWSKI, by unanimous consent, the subcommittee of the Committee on Interstate and Foreign Commerce, of which Mr. PRIEST is chairman, was granted permission to sit during general debate in the session of the House today.

## PERMISSION TO FILE REPORT

On motion of Mr. DOUGHTON, by unanimous consent, the Committee on Ways and Means was granted permission until midnight Saturday, January 15, 1949, to file a report (Rept. No. 1) on the joint resolution (H.J. Res. 85) to exempt from the tax on admissions amounts paid for admission tickets sold by authority of the Committee on Inaugural Ceremonies on the occasion of the inauguration of the President-elect in January 1949.

## RECESS

At 12 o'clock and 8 minutes p.m., the House stood in recess until 12 o'clock and 50 minutes p.m.

## AFTER RECESS—12:50 P.M.

The SPEAKER called the House to order.

UNITED STATES SURPLUS PROPERTY ACT  
OF 1944

The SPEAKER laid before the House the following message from the President of the United States, which was read, as follows:

*To the Congress of the United States:*

I transmit herewith a report by the Secretary of State on the operations of the Department of State under section 32(b) (2) of Public Law 584, 79th Congress, as required by that law.

HARRY S. TRUMAN.

THE WHITE HOUSE, March 14, 1952.

The message, together with the accompanying papers, was referred to the Committee on Government Operations and ordered to be printed.

APPOINTMENT TO THE JOINT COMMITTEE  
ON FOREIGN ECONOMIC COOPERATION

The SPEAKER laid before the House the following communication from the chairman of the Committee on Foreign Affairs, which was read, as follows:

MARCH 14, 1952.

HON. SAM RAYBURN,  
*The Speaker, House of Representatives, Washington, D.C.*

DEAR MR. SPEAKER: In conformity with section 124 of Public Law 472, 80th Congress, I have this date appointed the Honorable JAMES P. RICHARDS to represent the Committee on Foreign Affairs on the Joint Committee on Foreign Economic Cooperation for the 81st Congress.



This appointment fills the existing vacancy.

Very sincerely yours,

JOHN KEE.

NATIONAL CAPITAL SESQUICENTENNIAL  
COMMISSION

The SPEAKER laid before the House the following communication, which was read, as follows:

Hon. SAM RAYBURN,  
Speaker, House of Representatives,  
U.S. Congress, Washington, D.C.

DEAR MR. SPEAKER: I herewith submit my resignation as a member of the National Capital Sesquicentennial Commission.

Respectfully yours,

HOMER THORNBERRY.

The resignation was accepted.

COLUMBIA INSTITUTE FOR THE DEAF

The SPEAKER, pursuant to the provisions of section 4863, Revised Statutes of the United States, announced the appointment of Mr. THORNBERRY as a Director of the Columbia Institute for the Deaf.

ROLLCALLS

The Committee resumed its session; and after some further time spent therein,

The SPEAKER resumed the chair,

When Mr. SMITH of Virginia, Chairman, reported that the Committee, having had under consideration said bill, finding itself without a quorum,

CALL IN COMMITTEE

The roll was called,

When the following-named Members failed to answer—

[Roll No. 157]

Andresen,	Chatham	Gorski, N.Y.
August H.	Chesney	Gregory

Thereupon the Speaker announced that 311 Members had answered to their names, a quorum.

The Committee resumed its session; and after some still further time spent therein,

CALL OF THE HOUSE

Mr. KEEFE made the point of order that a quorum was not present.

A quorum not being present,

On motion of Mr. PRIEST, a call of the House was ordered.

The doors were closed.

The roll was called,

When the following-named Members failed to answer—

[Roll No. 162]

Andresen,	Cavalcante	Gore
August H.	Celler	Gossett

Thereupon the Speaker announced that 330 Members had answered to their names, a quorum.

By unanimous consent, further proceedings under the call were dispensed with.

The doors were opened.

AUTOMATIC ROLLCALL

The question being put, viva voce, Will the House now consider said resolution?

The SPEAKER announced that two-thirds of the Members present had voted in the affirmative.

Mr. WILLIAMS of New York objected to the vote on the ground that a quorum was not present and not voting.

A quorum not being present,

The roll was called under clause 4, rule XV.

When there appeared—	{Yeas----- 270
	{Nays----- 1
[8½ picas]	[5 picas]

[Roll No. 199]

Those voting in the affirmative—

Abbitt	Davis, Wis.	Karst
Abernethy	Deane	Karsten

Voting in the negative—

Williams of New York

So the House decided to consider the resolution.

After debate,

On motion of Mr. BUSH, the previous question was ordered on the resolution to its adoption or rejection and, under the operation thereof, the resolution was agreed to.

YEA-AND-NAY VOTE

The question being put, Will the House agree to said amendment?

Mr. WILLIAMS of New York demanded that the vote be taken by the yeas and nays, which demand was supported by one-fifth of the Members present, so the yeas and nays were ordered.

It was decided in the	{Yeas----- 225
affirmative -----	{Nays----- 181
	{Answered
[8½ picas]	{present_ 1
	{5 picas]

[Roll No. 172]

Those voting in the affirmative—

Abbitt	Barrett, Wyo.	Brehm
Abernethy	Bates, Mass.	Brown, Ga.

Those voting in the negative—

Addonizio	Combs	Heffernan
Albert	Corbett	Heller

Answered present—

Poulson

So the amendment was agreed to.

The bill, as amended, was ordered to be engrossed and read a third time.

Mr. WILLIAMS of New York demanded the reading of the engrossed copy of said bill.

#### LABOR-FEDERAL SECURITY APPROPRIATION, 1950

Mr. FOGARTY, from the Committee on Appropriations, pursuant to clause (2) (a), rule XI, reported (Rept. No. 228) the bill (H.R. 3333) making appropriations for the Department of Labor, the Federal Security Agency, and related independent agencies, for the fiscal year ending June 30, 1950, and for other purposes.

Said bill and report were referred to the Committee of the Whole House on the State of the Union and ordered to be printed.

Mr. KEEFE reserved all points of order on said bill.

#### ORDER OF BUSINESS

On motion of Mr. FOGARTY, by unanimous consent,

*Ordered*, That, notwithstanding any rule, the bill (H.R. 3333) making appropriations for the Department of Labor, the Federal Security Agency, and related independent agencies, for the fiscal year ending June 30, 1950, and for other purposes, may be in order for consideration on tomorrow, Wednesday, March 9, 1949.

#### COMMITTEE OF THE WHOLE HOUSE ON THE STATE OF THE UNION

Mr. FOGARTY, pursuant to a special order agreed to on March 8, 1949, moved that the House resolve itself into the Committee of the Whole House on the State of the Union for consideration of the bill (H.R. 3333) making appropriations for the Department of Labor, for the fiscal year ending June 30, 1950, and for other purposes.

Pending which,

On motion of Mr. FOGARTY, by unanimous consent,

*Ordered*, That the time for general debate on said bill shall continue not to exceed 2 hours, be equally divided, and be controlled by Mr. FOGARTY and Mr. KEEFE.

The motion that the House resolve itself into the Committee of the Whole was agreed to.

Accordingly,

The House resolved itself into the Committee of the Whole House on the State of the Union for consideration of said bill; and after some time spent therein,

The SPEAKER resumed the chair,

When Mr. TRIMBLE, Chairman, reported that the Committee, having had under consideration said bill, had directed him to report the same back to the House with the recommendation that the bill do pass.

By unanimous consent, the previous question was ordered on the bill to its passage or rejection.

The bill was ordered to be engrossed and read a third time and was read a third time by title.

Mr. TABER moved to recommit the bill (H.R. 3333) to the Committee on Appropriations with instructions to report the same back forthwith, with the following amendment:

On page 24, lines 8 to 17, strike out the first proviso, and insert *Provided, That the Director of the Budget finds it necessary to meet increased costs.*

On motion of Mr. FOGARTY, by unanimous consent, the previous question was ordered on the motion to recommit.

The question being put, *viva voce*.

Will the House recommit said bill?

The motion to recommit was not agreed to.

The question being put, *viva voce*,

Will the House pass said bill?

So the bill was passed.

A motion to reconsider the vote whereby said bill was passed was, by unanimous consent, laid on the table.

#### AMENDMENTS

When said resolution was considered,

The following amendments, recommended by the Committee on House Administration, were agreed to:

Line 1, strike out "affective" and insert *effective*

Line 4, strike out "\$5,000" and insert \$2,500

The resolution, as amended, was then agreed to.



A motion to reconsider the vote whereby said resolution, as amended was agreed to was, by unanimous consent, laid on the table.

The House then proceeded to the consideration of the following amendments of the Senate in disagreement (Nos. 7, 7½, 11, 13, 32, 46, 52, 54, 56, 63, 74, 76, 77, and 85):

Senate amendment No. 7: Page 10, line 10, after "responsibility", insert: *Provided further, That not to exceed \$2,700,000 of the amount herein appropriated may be transferred to the Department of the Navy.*

Senate amendment No. 7½: Page 10, line 10, after "responsibility", insert: *Provided further, That no part of this appropriation or contract authorization shall be used—*

(A) *to start any new construction project for which an estimate was not included in the budget for the current fiscal year; or*

(B) *to start any new construction project the currently estimated cost of which exceeds the estimated cost included therefor in such budget;*

*unless the Director of the Bureau of the Budget specifically approves the start of such construction project;*

On motion of Mr. THOMPSON of Texas, by unanimous consent, Senate amendments Nos. 7, 7½, 32, 52, 56, and 76 were considered en bloc.

On motion of Mr. THOMPSON of Texas the House receded from its disagreement to the amendments of the Senate numbered 7, 7½, 32, 52, and 76, and concurred therein.

#### PRIVATE CALENDAR

Pursuant to clause 6, rule XXIV, The SPEAKER directed the Private Calendar to be called,

When,

#### BILLS PASSED

Bills of the following titles were severally considered, read twice, ordered to be engrossed and read a third time, were severally read a third time by title, and passed:

H.R. 580. A bill for the relief of the Bank of Kodiak, Kodiak, Alaska.

H.R. 583. A bill for the relief of the Alaska Juneau Gold Mining Co., of Juneau, Alaska.

*Ordered*, That the Clerk request the concurrence of the Senate in said bills severally.

Motions severally made to reconsider the votes whereby each bill on

the Private Calendar was disposed of today were, by unanimous consent, laid on the table.

#### DISASTER RELIEF

Mr. KERR moved to suspend the rules and pass the joint resolution (H.J. Res. 136) making a further appropriation for disaster relief, and for other purposes.

Mr. TABER demanded a second.

By unanimous consent, a second was considered as ordered.

After debate,

The question being put,

Will the House suspend the rules and pass said joint resolution?

On a division, demanded by Mr. TABER, there appeared—yeas 123, nays 0.

So, two-thirds having voted in favor thereof, the rules were suspended and said joint resolution was passed.

A motion to reconsider the vote whereby the rules were suspended and said joint resolution was passed was, by unanimous consent, laid on the table.

*Ordered*, That the Clerk request the concurrence of the Senate in said joint resolution.

#### VILLAGE POSTAL SERVICE

Mr. MURRAY of Tennessee called up the following conference report (Rept. No. 1420):

The committee of conference on the disagreeing votes of the two Houses on the amendment of the House to the bill (S. 1479) to discontinue the operation of village delivery service in second-class post offices, having met, after full and free conference, have agreed to recommend and do recommend to their respective Houses as follows:

That the Senate recede from its amendments numbered 20, 41, 45, 57, and 86.

That the House recede from its disagreement to the amendments of the Senate numbered 1, 3, 5, 6, 9, 19, 23, 25, 26, 27, 29, 30, 31, 33, 35, 37, 38, 39, 40, 46, 48, 49, 50, 53, 55, 56, 59, 63, 77, 83, 84, and 85, and agree to the same.

Amendment numbered 2: That the House recede from its disagreement to the amendment of the Senate numbered 2, and agree to the same with an amendment as follows: In lieu of the matter inserted by said amendment insert the following: *including not to exceed \$2,365 for necessary per diem and traveling expenses in connection*



therewith; and the Senate agree to the same.

The committee of conference have not agreed on amendments numbered 8, 10, 11, 12, 13, 14, 15, 16, 18, 32, 54, 60, 62, 79, 80, and 87.

That the Senate recede from its disagreement to the amendment of the House.

TOM MURRAY (except  
as to amendment No.  
3),

RAY W. KARST,  
EDWARD H. REES,

*Managers on the Part of the House.*

OLIN D. JOHNSTON,  
HUBERT H. HUMPHREY,  
ZALES N. ECTON,

*Managers on the Part of the Senate.*

[Note also the following:]

Page 27, after line 12, insert:

*The Secretary of the Navy is authorized to acquire one thousand acres, more or less, at or near Camp Kearny, California, for a site for a lighter-than-air aviation station and to pay for the same an average price of not exceeding \$100 per acre out of any funds appropriated for aviation purposes.*

When said conference report was considered and agreed to.

A motion to reconsider the vote whereby said conference report was agreed to was, by unanimous consent, laid on the table.

*Ordered*, That the Clerk notify the Senate thereof

SENATE BILL, JOINT RESOLUTION, AND  
CONCURRENT RESOLUTION REFERRED

Bill, joint resolution, and concurrent resolution of the Senate of the following titles were taken from the Speaker's table and, under the rule, referred as follows:

S. 44. An act for the relief of Arthur O. Flisher; to the Committee on the Judiciary.

S.J. Res. 105. Joint resolution to provide unrestricted entry privileges for Sister Elizabeth Kenny; to the Committee on the Judiciary.

S. Con. Res. 65. Concurrent resolution favoring the suspension of deportation of certain aliens; to the Committee on the Judiciary.

#### ENROLLED BILLS SIGNED

Mrs. NORTON, from the Committee on House Administration, reported that that committee had ex-

amined and found truly enrolled bills of the House of the following titles, which were thereupon signed by the Speaker:

H.R. 3967. An act to continue a system of nurseries and nursery schools for the day care of school-age and under-school-age children in the District of Columbia through June 30, 1950.

H.R. 4046. An act making appropriations to supply deficiencies in certain appropriations for the fiscal year ending June 30, 1949, and for other purposes.

#### SENATE ENROLLED BILLS SIGNED

The SPEAKER announced his signature to enrolled bills of the Senate of the following titles:

S. 55. An act to authorize completion of construction and development of the Eden project, Wyoming.

S. 1433. An act amending Public Law 125, 80th Congress, approved June 28, 1947, as amended.

#### BILLS PRESENTED TO THE PRESIDENT

Mrs. NORTON, from the Committee on House Administration, reported that that committee did on June 21, 1949, present to the President, for his approval, bills of the House of the following titles:

H.R. 3957. An act to continue a system of nurseries and nursery schools for the day care of school-age and under-school-age children in the District of Columbia through June 30, 1950.

H.R. 4046. An act making appropriations to supply deficiencies in certain appropriations for the fiscal year ending June 30, 1966, and for other purposes.

#### ADJOURNMENT OVER

On motion of Mr. McCORMACK, by unanimous consent,

*Ordered*, That when the House adjourns today, it adjourn to meet on Monday, January 10, 1966.

And then,

#### ADJOURNMENT

On motion of Mr. McCORMACK, at 12 o'clock and 27 minutes p.m., the House adjourned until Monday, January 10, 1966, pursuant to a special order heretofore agreed to.

#### PERMISSION TO ADDRESS THE HOUSE

By unanimous consent, permission to address the House on the following dates, after all legislative business of

the day and special orders heretofore agreed to, was granted—

To Mr. RICH, Thursday, February 17, for 20 minutes; and

To Mr. REED of New York, Thursday, February 17, for 25 minutes.

#### LEAVE OF ABSENCE

By unanimous consent, leave of absence was granted—

To Mr. IRVING, indefinitely; and

To Mr. JONES of Missouri, for 3 days.

And then,

[When only one.]

By unanimous consent, leave of absence was granted to Mr. KENNEDY for 2 days.

#### ADJOURNMENT

On motion of Mr. PRIEST, at 4 o'clock and 1 minute p.m., the House adjourned.

#### REPORTS OF COMMITTEES ON PUBLIC BILLS AND RESOLUTIONS

Under clause 2 of rule XIII, reports of committees were delivered to the Clerk for printing and reference to the proper calendar, as follows:

[Use above form also when only one report is submitted.]

#### REPORTS OF COMMITTEES ON PRIVATE BILLS AND RESOLUTIONS

Under clause 2 of rule XIII, reports of committees were delivered to the Clerk for printing and reference to the proper calendar, as follows:

Mrs. NORTON: Committee on House Administration. House Resolution 23. A resolution for the relief of Beatrice Kelly; without amendment (Rept. No. 3). Referred to the House Calendar.

[Use above form also when only one report is submitted.]

#### CHANGE OF REFERENCE

Under clause 2 of rule XXII, committees were discharged from the consideration of the following bills which were referred as follows:

A bill (H.R. 6442) granting a pension to Martha A. Curtis; Committee on the Judiciary discharged, and referred to the Committee on House Administration.

A bill (H.R. 11111) granting a pension to Annie Elizabeth Clark; Committee on the Judiciary discharged,

and referred to the Committee on House Administration.

[Use the following form if only one change of reference is made:]

Under clause 3 of rule XXIII, the Committee on Banking and Currency was discharged from the consideration of the bill (H.R. 1551) to authorize the making of grants and loans to the States to assist in providing adequate public elementary and secondary school facilities, and the same was referred to the Committee on Education and Labor.

#### ADVERSE REPORT

Under clause 2 of rule XIII,

Mr. KEE: Committee on Foreign Affairs. House Resolution 50. Resolution to obtain information from the Secretary of State on the Palestine situation; without amendment (Rept. No. 10).

Mr. TABER: Committee on Rules. H.R. 11964. A bill for the relief of the P. J. Carlin Construction Co. (Rept. No. 1014). Laid on the table.

[Use the above form also when only one report is submitted.]

#### PUBLIC BILLS AND RESOLUTIONS

Under clause 4 of rule XXII, public bills and resolutions were introduced and severally referred as follows:

By Mr. ADDONIZIO:

H.R. 5206. A bill to provide for direct Federal loans to meet the housing needs of moderate-income families, to provide liberalized credit to reduce the cost of housing for such families, and for other purposes; to the Committee on Banking and Currency.

By Mr. FERNOS-ISERN:

H.R. 5207. A bill to amend section 50 of the Organic Act of Puerto Rico; to the Committee on Interior and Insular Affairs.

#### MEMORIALS

Under clause 4 of rule XXII, memorials were presented and referred as follows:

45. By the SPEAKER: Memorial of the Legislature of the State of Connecticut, memorializing the President and the Congress of the United States concerning the proposed veterans' hospital in West Haven, Conn.; to the Committee on Veterans' Affairs.

#### PRIVATE BILLS AND RESOLUTIONS

Under clause 1 of rule XXII, private bills and resolutions were intro-

duced and severally referred as follows:

By Mr. ANDERSON of California:

H.R. 5220. A bill for the relief of George Lutley Sclater-Booth; to the Committee on the Judiciary.

By Mr. ROONEY:

H.R. 5224. A bill for the relief of Mrs. Filomena Siano Sanfilippo; to the Committee on the Judiciary.

H.R. 5225. A bill for the relief of Andrea Rosasco; to the Committee on the Judiciary.

[Use the following form if only one bill is introduced:]

Under clause 1 of rule XXII, Mr. LEA introduced a bill (H. R. 15978) granting an increase of pension to John W. Bennett, which was referred to the Committee on Rules.

PETITIONS, ETC.

Under clause 1 of rule XXII, petitions and papers were laid on the Clerk's desk and referred as follows:

1091. By Mr. ELSTON: Petition of Max F. Faass and 38 other residents of Cincinnati, Ohio, urging repeal of the 20-percent excise tax on toilet goods; to the Committee on Ways and Means.

1092. By Mr. RICH: Petition of E. B. McCuaig, Harter's Drugstore, Muncy, Pa., and other citizens of Muncy, and vicinity, asking repeal of 20-percent excise tax on toilet goods; to the Committee on Ways and Means.

[If only one petition, use the following:]

Under clause 1 of rule XXII.

Votes in Senate and House Journals

Operators must observe the following forms. The figures which accompany the "yeas," "nays," etc., must be set on the same slug as those words.

House Journal

It was decided in the affirmative ----- [8½ picas]	Yeas-----	110
	Nays-----	10
	Answering present_	2 [5 picas]
It was decided in the negative ----- [8½ picas]	Yeas-----	40
	Nays-----	100 [5 picas]
When there appeared ----- [8½ picas]	Yeas-----	100
	Nays-----	40
	Answering present_	3 [5 picas]

Senate Journal

It was determined in the negative ----- [8½ picas]	Yeas-----	20
	Nays-----	40 [5 picas]
It was determined in the affirmative ----- [8½ picas]	Yeas-----	46
	Nays-----	14 [5 picas]



# SENATE JOURNAL INDEX

## HISTORY OF BILLS AND INDEX

### History of bills—Senate Journal

[Type, 7½ point on 9-point slug, 21 picas. No *S.* or *H.R.* or *No.* in front of numbers. Allow for five figures on bills, three figures on resolutions. Indentions 4 ems; overruns 5 ems. Lowercase initial letter on action lines unless proper noun. Amendments are set in italic and must always follow brackets. Vessels in italic. Senate bills read *A bill*; House bills read *A act*. A joint resolution (if Senate). Joint resolution (if House) and same for concurrent and simple resolutions. In printing volume for second session, only actions of second session are used.]

2194. A bill granting a pension to John D. Ball—(See bill H.R. 14063)	
4284. A bill to correct the military record of Alfred Clark—	Page
considered and postponed indefinitely.....	19
3220. A bill authorizing the Secretary of the Interior to make investigations through the Bureau of Mines of lignite coals and peat to determine the practicability of their utilization as a fuel and in producing commercial products—	
reported with an amendment.....	10
read twice and referred.....	20
(See H. Con. Res. 65)	
reported without amendment (Rept. 524).....	272
considered, amended, read the third time, and passed; title amended.....	301
[vetoed]	
11283. An act [to amend and reenact sections 4, 11, 16, 19, and 22 of the act approved December 23, 1913, and known as the Federal Reserve Act, and] to amend the ninth paragraph of section 16 of the Federal Reserve Act, as amended by the acts approved September 7, 1916, and June 21, 1917, and to amend sections 5208 and 5209, Revised Statutes—	
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NOTE.—If the same card occurs twice, set only one. Allne periods on right of bill number, using an en quad after the period.

## Senate Journal Index

[Index is set 7½ point on 9-point slug, 21 picas; indentions 2, 3, and 4 ems; overruns 4 ems, except before and after 4-em indentions the overruns are 5 ems.]

On the first entry flush, all runovers are to be set 4 ems in—

Second entry to be set 2 ems in, all runovers to be 2 ems more—

Third entry to be set 3 ems in, runovers to be 1 em more.

EXCEPT when followed by another entry the runovers to be 2 ems more to avoid

conflict—

Fourth entry 4 ems in, runovers 1 em more.

Fifth entry 5 ems in, runovers 1 em more.

Sixth entry 6 ems in, runovers 1 em more; and so forth.

NOTE.—Beginning with the third entry and all following entries, the overs are 1 em more and changed to 2 ems to avoid conflict with a following entry.

—(See S. 431, S. 482, S. 901; H.R. 27, H.R. 35, H.R. 92, H.R. 901.)

"See" and "See also" are set roman. Senate bill entries precede House entries and are separated by a semicolon. Put in numerical sequence.

Campbell, Mrs. Julia—(See H.R. 5847.)

Canada—

Extradition treaty between, and United States, removing injunction of secrecy from Executive C (77th Cong., second sess.)— 208

Report on— 211

Taxation between, and United States, removing injunction of secrecy from Executive B (77th Cong., second sess.)— 113

Amending, to extend period of operation—(See S. 2539; H.R. 7100.)

To reimburse certain employees—(See H.R. 196.)

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Employees, overtime pay to certain, extending period for payment of—(See S. 2628; H.J. Res. 329, H.J. Res. 346; H.R. 6355, H.R. 7020.)

Capitol Police, members of, to reimburse certain, for unused accrued leave—(See S. Res. 269.)

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Retirement Act—

Amending as relates to retirement benefits where dual credit of service is given—(See S. 2644.)

Amending—

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Alcohol, industrial, synthetic, and synthetic rubber, production of (see S. Res. 224) 520

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Tires, prices to be paid for used, methods used to determine— (See S. Res. 333.)

Comptroller of the Currency—

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Reports by, on—

Annual report for the calendar year 1954— 13

## HISTORY OF BILLS UNDER NAMES OF SENATORS INTRODUCING THEM

[This history of bills and resolutions is set in 7½ point on 9-point slug, 21 picas. Italic lines indented 4 ems, action lines 5 ems, lowercase initial letters unless first word is proper noun; overruns 6 ems. Months followed by date are spelled out, except in citations in parentheses or brackets. Vessels in italic.]

### By SENATOR JOHNSON of Texas.

For the history of the omnibus bills referred to in this list, see pages 5, 6, and 7 of this volume.

418. A bill granting an increase of pension to Benjamin G. Barber— <i>First session:</i> read twice and referred.....	Page 13
<i>Second session:</i> reported (see S. 5575).	
419. A bill granting an increase of pension to A. M. Barstow— <i>First session:</i> read twice and referred.....	13
<i>Second session:</i> reported (see S. 4261).	

### SIMPLE RESOLUTIONS

246. A resolution relative to increasing the compensation of the star- route contractors— <i>Second session:</i> read and referred.....	76
326. A resolution to authorize the printing of Senate Document No. 419. Workmen's Compensation Report— <i>Second session:</i> read and referred.....	214
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### Style of Senate omnibus bills

832. A bill granting pensions and increase of pensions to certain soldiers and sailors of the Civil War and certain widows and dependent relatives of such soldiers and sailors— <i>First session:</i> read twice and referred.....	21
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Senate agrees to report of conferees.....	103
House agrees to report of conferees.....	112
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4353. A bill granting pensions and increase of pensions to certain sol- diers and sailors of the Regular Army and Navy, and of wars other than the Civil War, and to certain widows and dependent relatives of such soldiers and sailors— reported, read twice, and placed on the calendar (Rept. 214).....	109
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# HOUSE JOURNAL INDEX

## HISTORY OF BILLS AND INDEX

### History of bills in House Journal

[History of bills is set in 6½ point on 7¼-point slug, 14 picas. Bill number lines flush; action line 1 em, over 2 ems. Actions run in with em dash. Spell months followed by date, except in citations in parentheses or brackets. Vessels in italic. Follow copy on "Reported with amendment (or amendments)," but "Reported without amendment" (singular).]

H.R. 6410—Authorizing the city of Boulder, Colo., to purchase certain public lands.

Mr. Hardy; Committee on Public Works, 211.—Reported with amendments (Rept. No. 92-254), 397.—Amended and passed House, 426.—Passed Senate, 453.—Examined and signed, 457.—Presented to the President, 462.—Approved [Public Law No. 88-9], 471.

H.R. 6411—Granting a pension to Katherine G. Manning.

Mr. Rogers of Texas; Committee on the Judiciary, 211.—Reported with amendment.

H.R. 6412—Granting an increase of pension to Thomas Shepard.

Mr. Jenison; Committee on the Judiciary, 211.

H. Res. 6—Concerning the right of John Doe to be sworn in as a Member of the 82d Congress.

Mrs. Rogers; agreed to, 7.—Committee appointed, 41.—Proceedings vacated to amendment stage, 164.—Amended and agreed to, 164.—Reported (Rept. No. 92-414), 532.

H. Res. 43—Amending the Rules of the House of Representatives.

Mr. Harvey, from Committee on Rules, 63.

S. 896—To carry out the findings of the Court of Claims in the case of Frank S. Bowker.

Passed Senate, 386.—Referred to Committee on Rules, 386.

S. 715—For the relief of the Atlas Lumber Co., Babcock & Wilcox, and the C. H. Klein Brick Co., each of which companies furnished to Silas N. Opdahl, a failing Government contractor, certain building materials, in the State of South Dakota.

Passed Senate, 293.—Referred to Committee on Rules, 293.

S.J. Res. 100—Making Tuesday, September 16, 1919, a legal holiday in the District of Columbia.

Passed Senate, 428.—Amended and passed House, 430.—Passed Senate, 433.—Examined and signed, 435.—Approved, 459.

S.J. Res. 112—Continuing temporarily certain allowances to officers of the Navy and Marine Corps.

Passed Senate, 512.—Referred to Committee on Armed Services, 558.

S. Con. Res. 4—Authorizing the printing of extra copies of the hearings and report of the committee entitled "Brewing and Liquor Interests and German Propaganda and Bolshevik Propaganda."

Passed Senate, 244.—Referred to Committee on House Administration, 244.—Reported with amendment (H. Rept. No. 92-325), amended, and agreed to, 453.—Senate agrees to House amendments, 454.—Laid on table April 19, 1960 (S. 44 passed in lieu), 462.

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[Index is set in 6½ point on 7¼-point slug, 14 picas. Cap lines flush; italic lines flush; overruns 1 em; when subentry follows flush lines, indent overruns 2 ems; indent each subentry 1 em; overruns 1 em more. Use colon only after subentry when two or more items follow. Use em dashes as shown in examples below. All items set in alphabetical order, first word capitalized. Months followed by date are spelled out, except in citations in parentheses or brackets. Vessels in italic. All flush cap lines, with only one entry, run in. All flush cap lines, with more than one entry, make a separate line. Abbreviate H. Res. 63, H. Con. Res. 43; S. Res. 21, S.J. Res. 53, etc. Do not repeat S., H.R., or H. Res., etc., when a number of bills or resolutions are given. Example: S. 53, 77; H.R. 22, 43, 84.]

#### A

AARON, JACOB L., AND ANOTHER, relief (H.R. 4220).

ABBITT, WATKINS M. (*a Representative from Virginia*).

Attended opening session, 4.

Committee, elected to, 84.

Conferee, appointed, 843.

Excused as conferee, 870.

Leave of absence, granted, 123, 775.

Votes. See YEA-AND-NAY VOTES.

**Bills and resolutions introduced by**  
 Agricultural commodities, multiple crop insurance on (H.R. 3825).  
 Petersburg National Military Park, Va., add certain surplus land to (H.R. 4208).

**Motions and propositions made by**

Called up:

Conference report (Rept. No. 92-847), 570.

Conference report (Rept. No. 92-1360), 972.

Previous question ordered, conference report (Rept. No. 92-847), 570.

**ARCHIVIST OF THE UNITED STATES.**

*Communications from, transmitting*

Franklin D. Roosevelt Library, ninth annual report, 292.

Freedom Train, for operation of (H. Res. 95).

**B**

**BARDEN, GRAHAM A.** (*a Representative from North Carolina*).

Attended opening session, 3.

Committee:

Appointed to, 103.

Elected, 85.

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Votes. *See YEA-AND-NAY VOTES.*

**Motions and propositions made by**

Consideration of—

H.R. 1013, 6008.

H.J. Res. 226, 350.

Consider Senate amendments en bloc, 978, 997.

Demanded division on—

H.J. Res. 368, 1020.

H.R. 3734, 960.

Demanded separate vote, amendments to H.R. 3734, 270.

Demanded yea-and-nay vote on—

H.R. 3734, 277, 960.

H.J. Res. 339, 858.

Insist on disagreement to Senate amendments on—

H.R. 4046, 538.

H.J. Res. 230, 812.

Recede and concur, amendments to:

H.R. 4046, 537.

Conference report 1377, 979.

Sent to conference:

H.R. 3734, 494.

H.J. Res. 327, 768.

Submitted:

Conference report 584, 429.

Conference report 791, 532.

Suspend rules and pass, H.J. Res. 339, 844.

Withdraw motion, instruct conferees (H.R. 3734), 925.

**Petitions and papers presented by**

Assembly Joint Resolution 9, certified copy, approved by Governor Pittman, 445-446.

Bonanza Airlines, assist, to obtain certificates of public convenience, 278.

**BLACK MALLARD**, transfer vessel to Louisiana (H.R. 5365).

**C**

**CANOSA, RUPERTO VARELA, ET AL.**, relief (H.R. 5014).

**CLAIMS.**

Alien enemies, pay, based on loss of or damage to property deposited by (H.R. 2540).

Payment of:

Correction, military or naval records (H.R. 3581, 3739).

Destruction of property, activities of Army (S. 634).

**COFFEY, ROBERT L., JR.** (*a Representative from Pennsylvania*).

Attended opening session, 4.

Permission to address the House, 97.

Votes. *See YEA-AND-NAY VOTES.*

**Bills and resolutions introduced by**

Immigration Act of 1924, to amend, re-defining nonquota immigrant (H.R. 3261).

Miners, allow an income-tax deduction, for work clothes, to certain (H.R. 3418).

**Motion made by**

Point of no quorum, 382, 592.

**COMMISSION ON ORGANIZATION OF EXECUTIVE BRANCH OF THE GOVERNMENT.**

Print copies, reports, submitted by (H. Con. Res. 40).

**Communications from, transmitting**

Agricultural functions and organizations, study, 171, 244.

Budgeting and accounting in executive branch, report on, 174.

Commission of Fine Arts, establish, amend, relating to (No. 481), 238.

**COMMITTEE ON ARMED SERVICES.**

Disabled emergency officers, retirement funds, extend time for filing valid application for (H.R. 1580).

Expenses, investigations by (H. Res. 242).

**Reports made by**

Air Engineering Development Center, establish (S. 1267, Rept. No. 92-1376).

Air warning, control installations, establish land based (H.R. 2546, Rept. No. 92-159).

**COMMITTEE ON HOUSE ADMINISTRATION.**

Provide funds for (H. Res. 113).

**Reports made by**

A Decade of American Foreign Policy, Basic Documents, 1941-49, print as a document (S. Con. Res. 60, Rept. No. 92-1456).

Amend the Constitution With Respect to Election of President and Vice President, print additional copies (H. Con. Res. 57, Rept. No. 92-836; S. Con. Res. 128, Rept. No. 92-1417).

Atomic Energy, Joint Committee, print 50,000 copies, Senate Report No. 1169 (H. Con. Res. 147, Rept. No. 92-1464).

Louisiana, transfer vessel *Black Mallard* to (H.R. 5365, Rept. No. 92-1046).

Secretary of the Interior:

Convey certain land:

Arizona (S. 76, Rept. No. 92-1403).

School District No. 5, Linn County,

Oreg. (H.R. 6230, Rept. No. 92-1368).

Exchange Navaho Indian lands for Utah State land (H.R. 5390, Rept. No. 92-1197).

## D

## DISCHARGE PETITIONS.

Motion to discharge House committees from consideration of legislation:

No. 1. Filed April 5, 1949, by Mr. Willis, to discharge Committee on the District of Columbia of H.R. 857; to prohibit experiment upon living dogs in the District of Columbia. Mr. Willis.

No. 2. Filed June 1, 1949, H. Res. 225; Labor-Management Relations Act of 1947, making H.R. 259 a special order for repeal of. Mr. Andrews.

## E

EMBLEM DAY, designate June 20, 1949 (H.J. Res. 182; S.J. Res. 62).

EMERGENCY PRICE CONTROL ACT, 1942.

Amend (H.R. 4150).

Manufacturers of wearing apparel, refund, violation under (H.R. 806).

## F

FARRAR, KATHRYN, increase pension (H.R. 10297; S. 452).

FEES CHARGED BY RECORDER OF DEEDS, District of Columbia (H.R. 1274).

## G

GEORGETOWN BARGE, DOCK, ELEVATOR & RAILWAY CO., report, 70.

GRAY, EDWARD, SR., ET AL., adjudicate the claim of (H.R. 752).

## H

HARTMAN, MRS. AURORA M., AND TWO DAUGHTERS, relief (S. 1376).

## L

## LAW NUMBERS.

Private laws:	Private laws:
33 (H.R. 592).	122 (S. 647).
34 (H.R. 745).	123 (S. 676).
Public laws:	Public laws:
351 (H.R. 5007).	396 (H.R. 3793).
352 (S. 2116).	397 (H.R. 4966).

LAW COURTS OF THE UNITED STATES. See SUPREME COURT OF THE UNITED STATES.

Moreland against Schuetz: report of committee on contested-election case of (H. Rept. No. 92-1300), 2788.

## N

## NATIONALITY ACT OF 1940.

Amend (H.R. 353, 1951, 3029, 3520), 101. Birth status, relative to, amend (H.R. 4434).

## P

PROPERTY. See INDIANS, ETC.

## Q

QUINN v. UNITED STATES, decision of the Supreme Court of the United States in case of, 5951.

## R

## ROLLCALLS BY NUMBER, SUBJECT, AND PAGE.

1. Call by States. January 3, 1949, 3.
2. Election of Speaker. January 3, 1949. Rayburn 255, Martin 180, 4.
3. H. Res. 5. Resolution adopting the rules of the 80th Congress as the rules of the 81st Congress, with an amendment. On previous question. January 3, 1949. Yeas 275, nays 143, 6.

## S

SPEAKER. See also RAYBURN, SAM.

Elected, H. Res. 3, 5.

Announced House decided to consider resolution (H. Res. 223), 455.

Memorials presented by Alabama:

Farmers Day, designate, 920.

Montgomery, establish flood-control project in vicinity of, 508.

## Y

## YEA-AND-NAY VOTES.

Minimum wage:

Rule for consideration:

On committee amendment, 807.

On passage, 807.

Minnesota, Indian liquor laws, repeal certain, on suspension of rules and pass, 773.



## NOTES

## 24. NOMINATIONS, REPORTS, DOCUMENTS, LAWS

### NOMINATIONS

#### GENERAL RULES

Both regular and advance nominations are set 28½ picas wide and are made up to a maximum depth of 66 picas.

All nominations take a nomination number which is set in 10-point Modern with a right-hand (closing) bracket only and placed flush left in the upper left-hand corner.

Regular nominations take current date, but the legislative day is added only when necessary. Advance nominations do not carry a date. (Sample of each form is shown on following pages.)

In withdrawals, follow the date on copy and also the wording of the dateline. Spell everything except year, day of month, section, page, paragraph numbers, and any serial number where the word *numbered* is used or implied.

Omit the words *I nominate* in all nominations, no matter how or where written in copy.

In single nominations (that is, where only one person is named) where the words *I nominate* begin a paragraph in copy, indent the paragraph 6½ ems. This applies to Air Force, Army, and Navy as well as civilian nominations. (See sample 1, p. 386.)

Where civilian nominations have more than one person named, each name is set as a separate nomination (except where otherwise prepared). They follow the regular style and carry the same nomination number with a superior number (123¹, 123²) for separation of individual identification.

Those that are to be grouped (a number of names printed as one nomination) are nominations to or promotions in the Coast Guard, Coast and Geodetic Survey, Public Health Service, military service, naval service, and consular service (except where consul, minister, or ambassador is named to a specific country).

If nomination contains an explanatory note, enclose note in parentheses and place just before the blank dateline at bottom.

Single or multiple nominations for Air Force, Army, Navy, and Marine Corps promotions to rank of colonel (captain, Navy) and above are set in 10-point Modern in the Monotype Section and are to be double leaded by hand. If less than four names, set each as full-measure (28½-pica) paragraph. If four or more names, set in two columns of 14 picas. Names will not be followed by periods in either form.

All nominations for military appointments from the rank of second lieutenant (ensign, Navy) up to and including that of lieutenant colonel (commander, Navy) are set in 6½-point Ionic, 2-point machine leaded (13L6½-7½).

If name is followed by *Jr.*, *Sr.*, or *III*, set as follows: John D. Smith, Jr., John D. Smith III. If last name is printed first, set: Smith, John D., Jr., or Smith, John D., III.

Names without serial numbers are set 7 picas wide, flush left and arranged in four columns.

Names without serial numbers, with three names spelled out, and names with serial numbers are set 14 picas wide, flush left and doubled up. No periods after name.

Serial numbers with eight digits do not carry en dashes (00000000). Serial numbers with nine digits do carry dashes (000-00-0000).

Note that the word *confirmed* is set in italic in the recommendation line. (See sample, p. 386.)

*Reinstatement*, *Reappointment*, or similar statement, if a sentence at the end of a nomination, is placed in parentheses.

The President's signature indicates the end of a nomination, but is printed only in a withdrawal, a withdrawal and nomination combined, or a message. The President's signature does not print in a nomination or nominations.

Capitalize the word *Arm* when synonymous with *Corps*, as Cavalry Arm, Infantry Arm, etc.

A nomination confirmed without reference to a committee is printed as a message only.

### Messages

Style of messages are the same as a regular nomination except for the change of heading and signature at the end of the message. (See samples in the following pages.)

Type picked up from nominations and messages for insertion in the executive journal must be made solid except for spacing around heads; i.e., 10 points of space above and 8 points of space below 10-point heads and 8 points above and 6 points below 8-point heads.

Note the use of the words *I nominate* in paragraphs in the messages.

All regular nominations carry the words *I nominate* paragraph style. All advance nominations carry the words *I nominate* in the same manner except those from the Navy in which they are flushed right.

No less than 22 picas (one-third of a page) must be allowed for the President's signature at the end of all advance nominations and messages.

Samples of use of *I nominate*:

For list of names,

*I nominate—*

The following, etc.

For single nominations,

[Indent 6¼ ems.] The following, etc.

For advance Navy only,

*I nominate*

NOTE.—See sample for Nominations not confirmed printed at the end of the year, in the following pages. Prints as a message with a special heading and is inserted in the executive journal after it is printed.

#### SAMPLE 1¹

[Regular nomination]

379]

## NOMINATION REFERENCE AND REPORT

[20 points]

IN EXECUTIVE SESSION,  
SENATE OF THE UNITED STATES,

January 3, 1973.

Ordered, That the following nomination be referred to the Committee on Foreign Relations:

[20 points]

[Indent 6¼ ems.] Louis H. Burns, Junior, of Louisiana, to be Foreign Service officer, class 5, vice Henry Mooney, resigned.

[20 points]

, 1973.

[20 points]

Reported by Mr.

with the

[20 points]

recommendation that the nomination be *confirmed*.

¹Set in Monotype Section, 10-point Modern, solid, and double leaded by hand.



SAMPLE 2¹

[Regular nomination]

422AF]

## NOMINATION REFERENCE AND REPORT

IN EXECUTIVE SESSION,  
SENATE OF THE UNITED STATES,  
*January 10, 1972.*

*Ordered,* That the following nominations be referred to the Committee on Armed Services:

The following Air Force officers for reappointment to the active list of the Regular Air Force, in the grade indicated, from sections 1210 and 1211, title 10, United States Code:

## LINE OF THE AIR FORCE

*To be captain*

Abramson, Raymond L., 555-44-3195

Lustra, Emanuel, 062-26-3868

*To be first lieutenant*

Mixon, Edwin B., Jr., 521-56-8122

Poore, William B., 251-76-2954

[30 points]

, 1972.

[20 points]

Reported by Mr.

with the

[20 points]

recommendation that the nominations be *confirmed*.

¹ Body set 6¼-point Ionic (18L6¼-7¼). Names flush left on 14 picas and doubled up.

## SAMPLE 31

[Advance nomination]

426]

## NOMINATION REFERENCE AND REPORT

IN EXECUTIVE SESSION,  
SENATE OF THE UNITED STATES,  
[Advance nominations carry no date. Leave blank space.]

*Ordered*, That the following nominations be referred to the Committee on Armed Services:

The following-named (Naval Reserve Officer Training Corps) graduates for permanent appointment to the grade of second lieutenant in the Marine Corps, subject to the qualifications therefor as provided by law:

Adams, David L.	Ellis, Dan S.	Lillenthal, John M.	Roach, Jay W.
Adang, Thomas C.	Elwood, Hugh T.	Linnehan, William F.	Roan, Richard W.
Aldrige, Michael E.	Everman, Vincent P., Jr.	Long, Jerry E.	Roth, Richard R.
Anderson, James E.	Field, Alan J.	Lotito, James C.	Schmid, Joseph H.
Anderson, Wilbur C.	Fleming, Ronald R.	Lund, Daniel E.	Schmidt, Richard F., Jr.
Andres, Paul A.	Forney, James C.	Martinez, Arthur	Schmitt, Robert L.
Bach, Robert M.	Fraser, William B.	McAfee, John M.	Schneider, Steven L.
Bailey, Hudson L.	Freeman, Mark P.	McCabe, John M.	Schwartzel, Joseph H.
Barrett, John A.	Galati, David A.	McCormick, John	Shipman, Larry K.
Bean, Richard A.	Gapco, Brian S.	McGinnis, Edward E.	Shirk, James L.
Beckhart, Paul E.	Gardner, Emerson N., Jr.	McGuigan, Edward A.	Smith, Floyd R., Jr.
Behl, Brian L.	Gardner, Michael W.	Metcalfe, Michael B.	Sonnenberg, Steven B.
Bohnker, Bruce K.	Gisolo, Gary G.	Minerich, Jon T.	Sorley, James M.
Bonkoski, Edward J.	Goldenstein, John P.	Mulholand, James M.	Stevens, Stanley W.
Boone, Michael J.	Good, Alvin L.	Murphy, Daniel J.	Stoltz, Richard A.
Bray, Philip E.	Grossman, Stanley L.	Mutzig, Steven M.	Stone, Jacob F., Jr.
Burzak, Jay E.	Groves, David A.	Naster, Mark H.	Strong, John M.
Butcher, Donald R.	Hennebeck, Lawrence M.	Natonski, Richard F.	Suenaga, Jerry L.
Carter, Brett M.	Hicks, Harry H., Jr.	Naughton, James P.	Swanson, Clifford R.
Clark, John T., III	Hoffer, Nicholas J.	Nelsen, Rex E.	Tatone, Don W.
Clark, William M. H.	Jackson, Roger L.	O'Brien, Edward J.	Thoman, Mark C.
Collyer, Kenneth L.	Jackson, Wesley T.	O'Hara, William F., Jr.	Thomiszser, Thomas H.
Corman, James M.	Jones, Henry L.	Parlova, Erling M.	Thompron, David L.
Cummins, Thomas J.	Karnath, Michael W.	Patrick, Wayne A.	Tucker, Robert K.
Cuny, Terrence J.	Kay, Thomas G.	Peck, Ronald W.	Vanhaute, Edward B.
Curfias, Daniel E.	Koger, Thomas H.	Peterson, Harris-Clichy, Jr.	Voss, James P.
Dahlen, Glenn E.	Leader, Charles A., III	Peterson, Mark A.	Walliser, Thomas A.
Dalton, Joseph F., Jr.	Leavis, James M.	Pickelsimer, Douglas E.	Watson, William P.
Deremiah, Richard E.	Lemoine, John A.	Pillifant, Cleve B.	Wilson, Timothy T.
Dinehart, Duane A.	Lennox, Dyer T.	Pollitt, Mark M.	Wisner, Lance
Dinwiddie, Brian S.	Lever, Brian P.	Propst, Rodney N.	Yoder, Billy Q.
Dohring, Paul E.			
Dotterrer, David G.			
Dunnigan, James A.			
Elliott, John R.			

[30 points]

, 1966.

[20 points]

Reported by Mr.

with the

[20 points]

recommendation that the nominations be *confirmed*.

¹ Names are to set 13L6½-7¼, 7 picas, and arranged in four columns.

## SAMPLE 4

[Regular nomination]

489]

## NOMINATION REFERENCE AND REPORT

IN EXECUTIVE SESSION,  
SENATE OF THE UNITED STATES,  
*January 7 (legislative day, January 9), 1966.¹*

*Ordered,* That the following nominations be referred to the Committee on Armed Services:

The following-named officers for promotion in the Regular Army of the United States, under the provisions of title 10, United States Code, sections 3284 and 3299:

## ARMY PROMOTION LIST

*To be lieutenant colonel*

Irkzarry-Toro, Enrique, 581-68-9114  
McCreary, John J., Jr., 252-36-4054

McDonnell, James E., 507-30-0583  
Spearing, James M., 191-16-4558

## MEDICAL SERVICE CORPS

*To be lieutenant colonel*

Fields, James S., 047-12-6713

## ARMY PROMOTION LIST

*To be major*

Banks, James H., 257-46-2428  
Benson, William L., Jr., 265-54-3870  
Cochran, Pinckney C., 249-52-6122  
Evans, George O., 194-28-3209

Flesher, Dale D., 275-32-2237  
Green, Marvin R., Jr., 362-34-3892  
Rogers, James C., 420-38-2920

## ARMY PROMOTION LIST

*To be captain*

Archebelle, Edwin B., 260-62-9896  
Berzins, Guntis G., 362-40-3933  
Blackwell, Leon B., 466-66-3529  
Bowers, Norman L., 489-42-4930

MacMullen, John D., 099-34-6829  
McDonald, James A., 378-42-0129  
Miller, Billy J., 409-74-7213  
Murray, Howard A., 222-24-9881

[30 points]

, 1966.

[20 points]

Reported by Mr.

with the

[20 points]

recommendation that the nominations be *confirmed*.

¹ Note legislative day within the release date.



## SAMPLE 5

WITHDRAWAL¹

The following message from the President, withdrawing a nomination, was ordered to lie on the table:

436] THE WHITE HOUSE, *January 15, 1951.*  
*To the Senate of the United States:*

I withdraw the nomination of the following-named officer, which was submitted to the Senate on January 10, 1951:

*Ordinance Department*

Captain Arthur Grant Mack, Junior, Cavalry, with rank from October 19, 1950.

HARRY S. TRUMAN.

[If copy for this form shows reference to a committee, leave off the reference. If there is more than one withdrawal, make case 114M10 line and following paragraph read in the plural. The case 114M10 one and the paragraph go at beginning of first withdrawal only.]

## SAMPLE 6

MESSAGES²

[Observe the forms of *I nominate*. The messages are made up from the Nomination Reference and Report forms and carry no display heading. A 3-inch "sink" is put at top of first page.

[In Armed Services advance messages, use the following form when in copy: Par. 1. I nominate Joseph Banks, etc.]

421] THE WHITE HOUSE, *October 10, 1972.*  
*To the Senate of the United States:*

I nominate—

The following-named Air National Guard of the United States officers for promotion in the Reserve of the Air Force, under the appropriate provisions of section 593(a), title 10, United States Code, as amended.

## LINE OF THE AIR FORCE

*Major to lieutenant colonel*

Philip J. Blank, 390-26-6048  
 Kenneth S. Dugan, 447-26-4874  
 Donald W. Easley, 209-22-8669  
 James W. Freston, 528-44-1379  
 Edgar J. Holt, 450-32-4735  
 Thomas R. Jennings, 504-24-5870  
 Alfred E. Krc, 451-30-7149  
 Curtis A. Madison, 542-24-6782

James R. Mercer, 254-36-4612  
 Earl W. Rose, Jr., 552-38-5714  
 James E. Sahr, 535-28-8644  
 Joseph J. Sannella, 106-20-8390  
 Kenneth G. Stasiewicz, 388-32-8772  
 John H. Stennis, 579-54-9566  
 Byron J. Warder, 234-34-6013  
 Charles W. Taylor, Jr., 726-07-3891

RICHARD NIXON.

To the Committee on Armed Services.

¹ When used in Executive Journal, reset in small caps roman.

² This heading does not appear in the completed print.

ADVANCE MESSAGE¹**The White House,**

WASHINGTON,

*To the Senate of the United States:*

I nominate—

The following-named (Naval Reserve Officer Training Corps) graduates for permanent appointment to the grade of second lieutenant in the Marine Corps, subject to the qualifications therefor as provided by law:

Adams, David L.	Ellis, Dan S.	Lillenthal, John M.	Propst, Rodney N.
Adang, Thomas C.	Elwood, Hugh T.	Linnehan, William	Roach, Jay W.
Aldrige, Michael E.	Everman, Vincent	F.	Roan, Richard W.
Anderson, James E.	P., Jr.	Long, Jerry E.	Roth, Richard R.
Anderson, Wilbur C.	Field, Alan J.	Lotito, James C.	Schmid, Joseph H.
Andres, Paul A.	Fleming, Ronald R.	Lund, Daniel E.	Schmidt, Richard
Bach, Robert M.	Forney, James C.	Martinez, Arthur	F., Jr.
Bailey, Hudson L.	Fraser, William B.	McAfee, John M.	Schmitt, Robert L.
Barrett, John A.	Freeman, Mark P.	McCabe, John M.	Schneider, Steven L.
Bean, Richard A.	Galati, David A.	McCormick, John	Schwartzel, Joseph
Beckhart, Paul E.	Gapco, Brian S.	McGinnis, Edward	H.
Behl, Brian L.	Gardner, Emerson	E.	Shipman, Larry K.
Bohnker, Bruce K.	N., Jr.	McGuigan, Edward	Shirk, James L.
Bonkoski, Edward J.	Gardner, Michael W.	A.	Smith, Floyd R., Jr.
Boone, Michael J.	Gisolo, Gary G.	Metcalfe, Michael B.	Sonnenberg, Steven
Bray, Philip E.	Goldenstein, John	Minerich, Jon T.	B.
Burzak, Jay E.	P.	Mulholand, James	Sorley, James M.
Butcher, Donald R.	Good, Alvin L.	M.	Stevens, Stanley W.
Carter, Brett M.	Grossman, Stanley	Murphy, Daniel J.	Stoltz, Richard A.
Clark, John T., III	L.	Mutzig, Steven M.	Stone, Jacob F., Jr.
Clark, William M. H.	Groves, David A.	Naster, Mark H.	Strong, John M.
Collyer, Kenneth L.	Hennebeck,	Natonski, Richard	Suenaga, Jerry L.
Cormanl, James M.	Lawrence M.	F.	Swanson, Clifford R.
Cummins, Thomas	Hicks, Harry H., Jr.	Naughton, James P.	Tatone, Don W.
J.	Hoffe, Nicholas J.	Nelsen, Rex E.	Thoman, Mark C.
Cuny, Terrence J.	Jackson, Roger L.	O'Brien, Edward J.	Thomiszser, Thomas
Curfiss, Daniel E.	Jackson, Wesley T.	O'Hara, William F.,	H.
Dahlen, Glenn E.	Jones, Henry L.	Jr.	Thompson, David L.
Dalton, Joseph F.,	Karnath, Michael	Parlova, Erling M.	Tucker, Robert K.
Jr.	W.	Patrick, Wayne A.	Vanhaute, Edward
Deremiah, Richard	Kay, Thomas G.	Peck, Ronald W.	B.
E.	Koger, Thomas H.	Peterson, Harris-	Voss, James P.
Duehart, Duane A.	Leader, Charles A.,	Clichy, Jr.	Walliser, Thomas A.
Dinwiddie, Brian S.	III	Peterson, Mark A.	Watson, William P.
Dohring, Paul E.	Leavis, James M.	Pickelsimer,	Wilson, Timothy T.
Dotterrer, David G.	Lemoine, John A.	Douglas E.	Wismer, Lance
Dunnigan, James A.	Lennox, Dyer T.	Pillifant, Cleve B.	Yoder, Billy Q.
Elliott, John R.	Lever, Brian P.	Pollitt, Mark M.	

¹ Advance messages do not carry a date, a committee, or the Presidential seal. No less than 22 picas clearance must be left for the President's signature.

**NOMINATIONS WHICH FAILED OF CONFIRMATION ON  
OCTOBER 18, 1972**

I, Francis R. Valeo, Secretary of the Senate of the United States, do hereby certify that the following nominations transmitted by the President to the United States Senate during the 92d Congress, 2d session, and upon which no final action was had at the time of the sine die adjournment at 8 o'clock and 49 minutes p.m., October 18, 1972, did fail of confirmation under the provisions of paragraph 6 of rule XXXVIII of the Standing Rules of the Senate:

**NOMINATIONS WHICH FAILED OF CONFIRMATION DURING THE  
92D CONGRESS, SECOND SESSION**

**DEPARTMENT OF STATE**

Charles S. Whitehouse, of Virginia, a Foreign Service officer of class 1, to hold the rank of Ambassador while serving as Deputy Ambassador to the Republic of Vietnam,

**U.S. ARMY**

The following-named distinguished military student for appointment in the Regular Army of the United States, in the grade of second lieutenant, under provisions of title 10, United States Code, sections 2106, 3283, 3286, 3287, 3288, and 3290:

Richardson, Michael A., 289-40-2261

**U.S. NAVY**

Captain Robin L. C. Quigley, U.S. Navy, for appointment to the grade of captain in the Navy while serving as Commanding Officer Service School Command, San Diego, Calif., in accordance with article II, section 2, clause 2 of the Constitution.

IN TESTIMONY WHEREOF, I hereunto subscribe my name and affix the seal of the Senate of the United States of America at the city of Washington, this                      day of                      A.D.

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[SEAL]

FRANCIS R. VALEO,  
*Secretary of the Senate of the United States.*



## SAMPLE 7

## EXECUTIVE JOURNAL EXTRACTS

[The above heading does not appear in the printed copies]

## IN THE NAVY

To be chaplain with rank of lieutenant (junior grade):

Francis L. Albert

James M. Hester

Edgar W. Davis

Walter L. Thompson

Joseph B. Earnest, Jr.

Razzie W. Truitt

[NOTE.—Two or more names may be doubled up in the Executive Journal.]

## SAMPLE 8

☆ Treaties in Executive Calendar will be set 36½ picas wide; type, 8 point on 10-point slug. Columns 12 ems or less are to be set ragged on right. Down rules will be used.

## EXECUTIVE CALENDAR

Friday, August 10, 1951

## TREATIES

[Calendar is set in 8 on 10, 36¼ picas, and with display headings. Note 8-point cast given below columns.]

Date of report	Calendar No.	Treaty No.	Subject	Action of committee
1951 Aug. 6	7	Ex. F (81st Cong., 2d sess.).	The convention between the United States and Ireland, for the avoidance of double taxation and the prevention of fiscal evasion with respect to taxes on income.	Reported favorably with 2 reservations. (See Ex. Rept. No. 1, 82d Cong., 1st sess.)
6	8	Ex. K (81st Cong., 2d sess.).	The convention between the United States and Greece, for the avoidance of double taxation and the prevention of fiscal evasion with respect to taxes on the estates of deceased persons.	Reported favorably with a reservation. (See Ex. Rept. No. 1, 82d Cong., 1st sess.)
4	3	9.10	20	11¼

## NOMINATIONS

Date of report	Calendar No.	Message No.	Name of nominee	Office	Predecessor
1966 Aug. 7	617	229	<b>FOREIGN SERVICE ¹</b> Philip W. Bonsal, of the District of Columbia.	Foreign Service officer of class 5, a secretary in the diplomatic service, and a consul of the United States of America.	
			<b>DEPARTMENT OF JUSTICE ¹</b>		
7	618	387-1	Homer L. Ross, of Honolulu, Hawaii.	Circuit judge, 4th circuit, Hawaii.	Clement K. Quinn, term expired.
7	619	391-1	Thomas M. Reed, of Nome, Alaska.	U.S. district judge, 1st division, district of Alaska.	Robert W. Jennings, term expired.
			<b>U.S. COAST GUARD ¹</b> The following-named persons to the rank indicated in the U.S. Coast Guard:		
28	15	18	Jan. R. Dazey.....	Lieutenant.....	
28	15	18	Thomas E. Langmann.....	Lieutenant (junior grade).	
28	15	18	Stephen D. Csintyan.....	.....do.....	
			<b>IN THE ARMY ¹</b>		
9	894	9	×Robert Charles Frase O38561.	Captain, Medical Service Corps.	
9	894	9	Norma Jean Fischer L194...	Captain, Women's Army Corps.	
9	894	9	×Jack Williamson Mc-Namara O26990.	1st lieutenant.....	
			<b>IN THE NAVY ¹</b>		
10	653	413	John A. Marsteller.....	Passed assistant surgeon.	
11	653	413	Thomas L. Carter.....	.....do.....	
4	3½	4	12.15	13	10½

¹ Headings to be set in case 17M8 caps.

## REPORTS, DOCUMENTS, AND LAWS

[In either Senate or House reports follow bill style in extracts from bills. Report numbers run consecutively from first to second session, etc.]

## STYLE AND FORMAT OF CONGRESSIONAL REPORTS

There are set forth below certain rules which the Government Printing Office has been authorized to follow in the makeup of congressional numbered reports:

1. All excerpts to be set in 10-point type, cut in 2 ems on each side, except as noted in paragraph 3 below. For ellipses in cut-in matter, lines of five stars are used. In matter set 13 picas, lines of three stars are used.
2. Contempt proceedings to be considered as excerpts.
3. The following are to be set in 10-point type, but not cut in:
  - (a) Letters which are readily identified as such by salutation and signature.
  - (b) Straight matter set in two columns.
  - (c) Appendixes and/or exhibits which have a heading readily identifying them as such; and
  - (d) Matter printed in compliance with the Ramseyer rule.
4. All leaderwork and lists of more than six items to be set in 8-point type.
5. All tabular work to be set in 6-point type.
6. An amendment in the nature of a substitute to be set in 8-point type, but quotations from such amendment later in the report to be treated as excerpts.
7. Any committee print having a report head indicated on original copy to be set in report type and style.
8. Committee prints not having a report head indicated on original copy to be set in the old report style; that is, excerpts to be set in 8 point, full measure.
9. If a committee print set as indicated in paragraph 8 is later submitted as a report or included in a report, and the type is available for pickup, such type shall be picked up and used without resetting to make it conform to the new type and style.
10. On matter that is cut in on the left only for purposes of breakdown, no space is used above and below, but on all matter that is cut in on both sides, two leads are used above and below.
11. On reports of immigration cases, set memorandums full measure unless preceded or followed directly by committee language. Memorandums are indented on both sides if followed by such language. Preparers should indicate the proper indention on copy.

Order of printing (Senate reports only): (1) Report, (2) minority or additional views, (3) Cordon rule (last unless an appendix is used), (4) appendix (if any).

Minority views or additional views will begin a new page with 10-point cap heading.

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[Sample of excerpt]

In *Palmer v. Mass.*, decided in 1939, which involved the reorganization of the New Haven Railroad, the Supreme Court said:

The judicial processes in bankruptcy proceedings under section 77 are, as it were, brigaded with the administrative processes of the Commission.



[Sample of an excerpt with an added excerpt]

The Interstate Commerce Commission in its report dated February 29, 1956, which is attached hereto and made a part hereof, states that it has no objection to the enactment of S. 3025, and states, in part, as follows:

The proposed amendment, however, should be considered together with the provisions of section 959(b), title 28, United States Code, which reads as follows.

"A trustee, receiver, or manager appointed in any cause pending in any court of the United States," etc.

---

[Sample of amendment]

On page 6, line 3, strike the words "and the service", strike all of lines 4, 5, and 6, and insert in lieu thereof the following:

and, notwithstanding any other provision of law, the service credit authorized by this clause shall not—

(A) be included in establishing eligibility for voluntary or involuntary retirement or separation from the service, under any provision of law;

---

[Sample of amendment]

The amendments are indicated in the bill as reported and are as follows:

On page 2, line 15, change the period to a colon and add the following:

*Provided*, That such approaches shall include only those necessary portions of streets, avenues, and boulevards, etc.

On page 3, line 12, after "operated", insert "free of tolls".

---

[Sample of amendment in the nature of a substitute]

The amendment is as follows:

Strike all after the enacting clause and insert the following:

That the second paragraph under the heading "National Park Service" in the Act of July 31, 1953 (67 Stat. 261, 271), is amended to read as follows: "The Secretary of the Interior shall hereafter report in detail all proposed awards of concession leases and contracts involving a gross annual business of \$100,000 or more, or of more than five years in duration, including renewals thereof, sixty days before such awards are made, to the President of the Senate and Speaker of the House of Representatives for transmission to the appropriate committees."

[Sample of letter inserted in report]

The Department of Defense recommends enactment of the proposed legislation and the Bureau of the Budget interposes no objection as indicated by the following attached letter, which is hereby made a part of this report:

MARCH 21, 1955.

HON. SAM RAYBURN,  
Speaker of the House of Representatives,  
Washington, D.C.

MY DEAR MR. SPEAKER: There is forwarded herewith a draft of legislation to amend section 303 of the Career Compensation Act of

* * * * *

Sincerely yours,

W. B. FRANKE,  
Assistant Secretary of the Navy  
(Financial Management).

[Sample of cut-in for purposes of breakdown; no leads above or below]

Under uniform regulations prescribed by the Secretaries concerned, a member of the uniformed services who—

(1) is retired for physical disability or placed upon the temporary disability retired list; or

(2) is retired with pay for any other reason, or is discharged with severance pay, immediately following at least eight years of continuous active duty (no single break therein of more than ninety days);

may select his home for the purposes of the travel and transportation allowances payable under this subsection, etc.

[Sample of leaderwork]

Among the 73 vessels mentioned above, 42 are classified as major combatant ships (aircraft carriers through escort vessels), in the following types:

Forrestal-class aircraft carriers-----	4
Destroyers -----	10
* * * * *	
Guided-missile submarine-----	1
Total -----	42

[Sample of sectional analysis]

SECTIONAL ANALYSIS

*Section 1. Increase of 1 year in constructive service for promotion purposes*

The principal purpose of the various subsections of section 1 is to provide a 1-year increase for medical and dental officers in service.

* * * * *

*Subsection 201(a) is in effect a restatement of the existing law*

This subsection authorizes the President to make regular appointments in the grade of first lieutenant through colonel in the medical

* * * * *

*Section 2. Recognition of constructive service for pay longevity purposes—Additional annual cost, \$9,577,090*

Section 2 would provide additional language to the existing provisions of the Career Compensation Act relating to creditable service.

[Sample of double-column comparison (Ramseyer rule)]

CHANGES IN EXISTING LAW

In compliance with paragraph 3 of the Rules of the House of Representatives, there is herewith printed in parallel columns the text of provisions of existing law which would be repealed or amended by the various provisions of the law.

EXISTING LAW

THE BILL

Act of October 12, 1949 (63 Stat. 863)

SEC. 517. (a) Section 11 of the Act of March 4, 1925, as amended by section 1(c) of the Act of June 29, 1946 (60 Stat. 343; 34 U.S.C. 701), is hereby further

That subsection 517(a) of the Act of October 12, 1949 (63 Stat. 833), is amended to read as follows:

“(a) The band of the United

[Sample of amendment under Ramseyer rule]

CHANGES IN EXISTING LAW

In compliance with clause 3 of rule XIII of the Rules of the House of Representatives, changes in existing law made by the bill, as introduced, are shown as follows (existing law proposed to be omitted is enclosed in black brackets, new matter is printed in italic, existing law in which no change is proposed is shown in roman) :

EXPORT CONTROL ACT OF 1949

* * * * *

TERMINATION DATE

SEC. 12. The authority granted herein shall terminate on June 30, [1956] 1959, or upon any prior date which the Congress by concurrent resolution or the President may designate.



92D CONGRESS } 2d Session }	HOUSE OF REPRESENTATIVES [One 2-point lead above parallel rule]	{ REPT. 92- 156 Part 2
--------------------------------	--------------------------------------------------------------------	---------------------------

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[50 points]

PORTER BROS. & BIFFLE ET AL.¹

[18 points]

[8 points]

JULY 24, 1972.—Committed to the Committee of the Whole House and

[2 points]

ordered to be printed ²

[6 points]

[18 points]

Mr. NICKOLS, from the Committee on the Judiciary,

[2 points]

submitted the following

[14 points]

## REPORT

[10 points]

[To accompany H.R. 6154]

[14 points]

The Committee on the Judiciary, to whom was referred the bill (H.R. 6154) for the relief of Porter Bros. & Biffle et al., having considered the same, report favorably thereon with the recommendation that the bill do pass with certain amendments.³

The purpose of H.R. 6154 is to permit the parties named therein to enter suit in the U.S. District Court for the Eastern District of Oklahoma for damages due from the United States by reason of alleged neglect and wrongdoing of officials and inspectors of the U.S. Bureau of Animal Industry in dipping tick-infested cattle in Texas and Oklahoma.

STATEMENT OF FACTS ⁴

In 1919 several citizens of Oklahoma bought on the market at Fort Worth, Tex., cattle that had originated in quarantine areas. These cattle were dipped under the supervision of the U.S. Bureau of Animal Industry and were certified as being clean of fever and ticks. The cattle were shipped into Oklahoma and it was found that the fever ticks had not been killed.

¹ If title makes more than three lines in 10-point caps, set in 8-point caps; should the title be amended, make the heading correspond to the amended form.

² Must be set as indicated in copy. If illustrations accompany copy and are not ordered to be printed, do not add *with illustrations*. Return copy to Superintendent of Composition.

³ If the wording in this paragraph is prepared in the singular form, follow.

⁴ For Senate Committee on Finance and House Committee on Ways and Means, heads are set in case 17L10 caps.

93D CONGRESS  
*1st Session*

}

SENATE

{

REPORT  
No. 93-27

## AGNES INGELS, DECEASED

---

JANUARY 4, 1973.—Ordered to be printed  
Filed under authority of the order of the Senate of January 3, 1973

---

Mr. McCARRAN, from the Committee on the Judiciary,  
submitted the following

REPORT²

[To accompany S. 1300]

The Committee on the Judiciary, to which was referred the bill (S. 1300) for the relief of the heirs of Agnes Ingels, deceased, having considered the same, reports favorably thereon with an amendment and recommends that the bill do pass.

In line 7, strike out the figures "\$10,000" and insert in lieu thereof the figures "\$5,000".³

## EXPLANATION OF THE BILL

The facts in the case are fully set forth in Senate Report No. 93-715, 93d Congress, 1st session, which is appended hereto and made a part of this report.

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[S. Rept. 93-715, 93d Cong., 1st sess.]

The Committee on the Judiciary, to which was referred the bill (S. 4692) for the relief of the heirs of Agnes Ingels, deceased, having considered the same, reports favorably thereon with the recommendation that the bill do pass with an amendment.

On page 1, line 7, strike out "\$25,000" and insert in lieu thereof "\$5,000".

As amended, your committee recommends that the bill do pass.

---

¹ Use this type and form only on Senate reports. There is only one calendar in the Senate.

² Should this line read "Adverse Report," do not letterspace the words.

³ Follow copy literally as to use of punctuation marks inside or outside of quoted words or figures.

## Calendar No. 295

92D CONGRESS }  
1st Session }

SENATE

{ REPORT  
No. 92-315PROVIDING¹ FOR THE ADMISSION OF ALASKA INTO  
THE UNION

---

FEBRUARY 9 (legislative day, FEBRUARY 8), 1972.—Ordered to be printed

---

Mr. O'MAHONEY, from the Committee on Interior and Insular Affairs,  
submitted the following

*or*

Mr. JOHNSON of Texas (for Mr. BYRD), from the Committee on, etc.

## REPORT

together with

## MINORITY VIEWS

[To accompany S. 50]

The Committee on Interior and Insular Affairs, to which was referred the bill (S. 50) to provide for the admission of Alaska into the Union, having considered the same, report favorably thereon with amendments and with the recommendation that the bill as amended do pass.

## PURPOSE OF THE BILL

The purpose of S. 50 is to enable the strategically situated and richly endowed Territory of Alaska to enter the Union as a State, on a free and equal basis with the present 48 States. The bill provides the legal and political means of achieving this purpose by—



93D CONGRESS  
1st Session

{

HOUSE OF REPRESENTATIVES

{

REPORT

No. 93-2241

## AMENDING ¹ SECTION 80 OF THE HAWAIIAN ORGANIC ACT

JANUARY 3, 1973.—Referred to the House Calendar and ordered to be printed

Mr. O'BRIEN of New York, from the Committee on Interior and Insular Affairs, submitted the following

### REPORT

[To accompany H.R. 5865]

The Committee on Interior and Insular Affairs, to whom was referred the bill (H.R. 5865) to amend the Hawaiian Organic Act to permit the Territorial legislature to provide for the election of members of a certain board of trustees, having considered the same, report favorably thereon with amendments and recommend that the bill as amended do pass.

The amendments are as follows:

Strike all after the enacting clause and insert in lieu thereof the following language:

That the first sentence of section 80 of the Hawaiian Organic Act, as amended (48 U.S.C. 546), is amended further by inserting immediately following the words "boards of a public character that may be created by law" the words "except for the board of trustees of the employees' retirement system".

SEC. 2. Section 80 of the Hawaiian Organic Act, as amended (48 U.S.C. 546), is further amended by adding the following new paragraph immediately following the first paragraph thereof:

"The manner of appointment of members of the board of trustees of the employees' retirement system shall be as provided for by section 6-61, Revised Laws of Hawaii, 1955."

Amend the title so as to read:

A bill to amend section 80 of the Hawaiian Organic Act, and for other purposes.

[Note below amendment of title only]

The amendments are as follows:

The amendment to the text strikes all after the enacting clause and inserts a complete new text which is printed in italic type in the reported bill.

The amendment to the title is as follows:

Amend the title so as to read:

¹ If copy reads "To amend," change to "Amending."

An Act to amend the Federal Water Pollution Control Act to establish a Federal Water Pollution Control Administration, etc.

The purpose of H.R. 5865, as amended, introduced by Delegate Burns, is to amend section 80 of the Hawaiian Organic Act (48 U.S.C. 546) with reference to election of members of the board of trustees of the Territorial employees' retirement system.

No expenditure of Federal funds is involved in this legislation. H.R. 5865 has been amended in accordance with recommendations of the Secretary of the Interior.

The report of the Secretary of the Interior dated June 24, 1958, including a substitute bill which has been adopted by the committee, is as follows:¹

DEPARTMENT OF THE INTERIOR,  
OFFICE OF THE SECRETARY,  
Washington, D.C., June 24, 1958.

HON. CLAIR ENGLE,  
*Chairman, Committee on Interior and Insular Affairs,  
House of Representatives, Washington, D.C.*

DEAR MR. ENGLE: This responds to your request for the views of this Department on H.R. 5865, a bill to amend the Hawaiian Organic Act to permit the Territorial legislature to provide for the election of members of a certain board of trustees.

* * * * *

The Bureau of the Budget has advised that while there is no objection to the submission of this report to your committee, it believes the principle expressed in this legislation is undesirable.

Sincerely yours,

ROGER ERNST,  
*Assistant Secretary of the Interior.*

**A BILL** To amend section 80 of the Hawaiian Organic Act, and for other purposes

*Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled, That the first sentence of section 80 of the Hawaiian Organic Act, as amended (48 U.S.C. 546), is amended further by inserting immediately following the words "boards of a public character that may be created by law" the words "except for the board of trustees of the employees' retirement system".*

SEC. 2. Section 80 of the Hawaiian Organic Act, as amended (48 U.S.C. 546), is further amended by adding the following new paragraph immediately following the first paragraph thereof:

"The manner of appointment of members of the board of trustees of the employees' retirement system shall be as provided for by section 6-61, Revised Laws of Hawaii, 1955."

The Committee on Interior and Insular Affairs recommends enactment of H.R. 5865, as amended.

¹ If copy contains no introductory paragraph, as here shown, insert an appropriate head such as "Departmental Report(s)."

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## RELIEF OF CERTAIN ALIENS

---

JULY 3, 1972.—Committed to the Committee of the Whole House and ordered to be printed

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Mr. HYDE, from the Committee on the Judiciary,  
submitted the following

### REPORT

[To accompany H.J. Res. 659]

The Committee on the Judiciary, to whom was referred the joint resolution ¹ (H.J. Res. 659) for the relief of certain aliens, having considered the same, report favorably thereon without amendment and recommend that the joint resolution do pass.

#### PURPOSE OF THE JOINT RESOLUTION

The purpose of the joint resolution is to authorize the Attorney General to cancel deportation proceedings in the cases of five persons, etc.

#### GENERAL INFORMATION

The committee, desiring to lighten the burden of the Chief Executive and to shorten the time required for the consideration of private calendars on the floor of the House, has decided to include the names of several beneficiaries of pending bills in one joint resolution, after having considered each of the cases on their individual merits and having acquainted themselves with all the facts pertinent to each case.

Section 1 of the joint resolution provides for the cancellation of deportation proceedings in the cases of five persons who were the subjects of the following individual bills:

H.R. 2673, by Mr. Hosmer.

H.R. 2718, by Mr. Robsion of Kentucky.

H.R. 2958, by Mr. Miller of California.

H.R. 3173, by Mrs. Kelly of New York.

H.R. 4031, by Mr. Gubser.

Section 2 of the joint resolution would grant permanent residence in the United States to two persons, upon posting of bonds as surety that they will not become public charges, and upon payment of the required visa fees. No quota deductions have been included in this

---

¹ Follow copy if it reads: "The Committee on the Judiciary, to whom was referred House Joint Resolution 659, having considered, etc."



section, since one beneficiary is entitled to nonquota status and the other has already been charged to the appropriate quota. They were the subjects of the following bills:

H.R. 3881, by Mr. Buckley.

H.R. 7205, by Mr. Rabaut.

Section 3 of the joint resolution would grant permanent residence to one person. This section also provides for the posting of a bond, for the appropriate quota deduction, and for the payment of the required visa fee. The beneficiary was the subject of the following bill:

H.R. 7501, by Mr. Cramer.

The facts in each case are printed below in the order that the names of the beneficiaries appear in House Joint Resolution 659.

*H.R. 2673, by Mr. Hosmer—Mrs. Persfoni Angelo Pritsos*

The beneficiary is a 75-year-old widow who is a native of Turkey and a citizen of Canada. She was admitted to the United States as a visitor in 1954 and resides with and is supported by her son, a lawfully resident alien. * * *

The pertinent facts in this case are contained in a letter from the Commissioner of Immigration and Naturalization, dated April 17, 1957, to the chairman of the Committee on the Judiciary. That letter and accompanying memorandum read as follows:

DEPARTMENT OF JUSTICE,  
IMMIGRATION AND NATURALIZATION SERVICE,  
Washington, D.C., April 17, 1957.

Hon. EMANUEL CELLER,  
*Chairman, Committee on the Judiciary,*  
*House of Representatives, Washington, D.C.*

DEAR MR. CHAIRMAN: In response to your request for a report relative to the bill (H.R. 2673) for the relief of Mrs. Persfoni Pritsos, there is attached a memorandum of information concerning the beneficiary.

The beneficiary is chargeable to the quota for Turkey.

Sincerely,

J. M. SWING, *Commissioner.*

MEMORANDUM ¹ OF INFORMATION FROM IMMIGRATION AND  
NATURALIZATION SERVICE FILES RE MRS. PERSFONI PRITSOS.  
BENEFICIARY OF H.R. 2673

Mrs. Persfoni Angelo Pritsos, nee Angelo, a widow, who  
is a native of Turkey and a naturalized citizen of Canada,

* * * * *

Mr. Hosmer appeared before a subcommittee of the Committee on the Judiciary and testified in support of his bill, as follows:

¹ Memorandum is set full measure when not followed by committee language.

92D CONGRESS	}	HOUSE OF REPRESENTATIVES	}	EXECUTIVE
2d Session				N

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CONVENTION WITH SWITZERLAND REGARDING THE  
AVOIDANCE OF DOUBLE TAXATION ON INCOME

---

M E S S A G E

FROM

THE PRESIDENT OF THE UNITED STATES

TRANSMITTING

THE CONVENTION BETWEEN THE UNITED STATES OF AMERICA  
AND SWITZERLAND, SIGNED AT WASHINGTON ON MAY 26, 1972,  
FOR THE AVOIDANCE OF DOUBLE TAXATION WITH RESPECT  
TO TAXES ON INCOME

---

JUNE 16, 1972.—The convention was read the first time and the injunction of  
secrecy was removed therefrom and, together with all accompanying papers,  
was referred to the Committee on Foreign Relations and ordered to be printed  
for the use of the Senate

---

THE WHITE HOUSE, June 14, 1972.

*To the Senate of the United States:*

With a view to receiving the advice and consent of the Senate to  
ratification, I transmit herewith the convention between the United  
States of America and Switzerland, signed at Washington on May 26,  
1972, for the avoidance of double taxation with respect to taxes on  
income.

92D CONGRESS	}	SENATE	}	EXECUTIVE REPT.
2d Session				No. 6

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## TREATY OF FRIENDSHIP, COMMERCE, AND NAVIGATION WITH THE ITALIAN REPUBLIC

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OCTOBER 5, 1972.¹—Ordered to be printed

---

Mr. THOMAS of Utah, from the Committee on Foreign Relations,  
submitted the following

### R E P O R T

[To accompany Ex. E, 85th Cong., 2d sess.]

The Committee on Foreign Relations, having had under consideration Executive E, 85th Congress, 2d session, a treaty, etc.

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¹ Do not use *legislative day* even though there is one at date of printing.



## LEGISLATIVE APPROPRIATION BILL, 1972

JUNE 18, 1972.—Ordered to be printed

Mr. CANNON of Missouri, from the committee of conference,  
submitted the following

### CONFERENCE REPORT¹

[To accompany H.R. 11267]

The committee of conference on the disagreeing votes of the two Houses on the amendments of the Senate to the bill (H.R. 11267) making appropriations for the legislative branch of the Government for the fiscal year ending June 30, 1972, and for other purposes, having met, after full and free conference, have agreed to recommend and do recommend to their respective Houses as follows:

That the Senate recede from its amendments numbered 49, 51, 62½, 65, 67 71, 75, 77, 78, 79, 80, 94, 96, 97, 98, 99, 100, 102, and 132.

That the House recede from its disagreement to the amendments of the Senate numbered 48, 50, and 60, and agree to the same.

[2 leads]

Amendment numbered 60:

[1 lead]

That the House recede from its disagreement to the amendment of the Senate numbered 60, and agree to the same with an amendment as follows:

In lieu of the matter proposed to be inserted by the Senate amendment insert the following:

*SEC. 210. The provisions of all Acts heretofore enacted inconsistent with sections 207, 208, and 209 are, to the extent of such inconsistency, hereby repealed, and such sections shall take effect on July 1, 1972.²*

And the Senate agree to the same.

Amendment numbered 150:

That the House recede from its disagreement to the amendment of the Senate numbered 150, and agree to the same with an amendment as follows:

¹ See also p. 353 for style of conference report in Congressional Record, and p. 410 for style of conference report printed as a Senate document.

² "Fol. lit." on amendments.

In lieu of the matter proposed to be stricken out by the Senate amendment insert a comma and the following: *and all officers and employees of the division and commission not indispensable to the service shall be dismissed;*³ and the Senate agree to the same.

The committee of conference have not agreed on amendment numbered 46.

WILLIAM H. BATES,  
GEORGE H. BENDER,  
LEROY JOHNSON,  
*Managers on the Part of the House.*⁴

HARRY F. BYRD,  
WALTER F. GEORGE,  
EDWARD J. THYE,  
*Managers on the Part of the Senate.*

## STATEMENT OF THE MANAGERS ON THE PART OF THE HOUSE⁵

The managers on the part of the House at the conference on the disagreeing votes of the two Houses on the amendments of the Senate to the bill (H.R. 11267) making appropriations for the legislative branch of the Government for the fiscal year ending June 30, 1959, and for other purposes, submit the following written statement in explanation of the effect of the action agreed upon by the conferees and recommended in the accompanying conference report:

Amendment No. 46: On this amendment, embracing title I of part 2 of the bill, relating to furloughs, permanent and temporary salary reductions, etc., the committee of conference have reached no agreement.

Amendments Nos. 165, 166, and 167: These amendments make changes in section and title numbers. The House recedes.

Amendment No. 168: This amendment makes the provisions of part 2 of the legislative appropriation act applicable to the appropriations available for the fiscal year 1959, whether contained in the legislative appropriation act or in acts prior or subsequent to the date of the approval of such act. The House recedes.

H. B. SCUDDER (except  
amendment No. 19),  
JOHN F. KENNEDY,  
HARRY R. SHEPPARD,  
*Managers on the Part of the House.*

³ Note use of roman semicolon.

⁴ Names of House Members print first in a conference report printed as a House report.

⁵ Statement of managers begins new page.

[Conference reports in Senate are printed as Senate documents. Note the following form:]

92D CONGRESS	}	SENATE	}	DOCUMENT
<i>2d Session</i>				No. 92-79

---

## AGRICULTURE APPROPRIATION BILL, 1972

Mr. RUSSELL,¹ from the committee of conference,  
submitted² the following

CONFERENCE REPORT ON THE BILL (H.R. 7912) MAKING APPROPRIATIONS FOR THE DEPARTMENT OF AGRICULTURE FOR THE FISCAL YEAR ENDING JUNE 30, 1972

APRIL 5 (legislative day, APRIL 4), 1972.—Ordered to be printed

The committee of conference on the disagreeing votes of the two Houses on the amendments of the Senate to the bill (H.R. 7912) making appropriations for the Department of Agriculture for the fiscal year ending June 30, 1972, and for other purposes, having met, after full and free conference, have agreed to recommend and do recommend to their respective Houses as follows:

That the Senate recede from its amendments numbered 41 and 45.

That the House recede from its disagreement to the amendments of the Senate numbered 2, 3, 4, and 5, and agree to the same.

Amendment numbered 1:

That the House recede from its disagreement to the amendment of the Senate numbered 1, and agree to the same as follows:

Restore the matter stricken out by said amendment, amended to read as follows:

*Public Resolution Numbered 9, Fifty-eighth Congress, first session, approved March 14, 1904 (44 U.S.C. 290), is hereby amended by striking out all after the resolving clause and inserting in lieu thereof the following:*

And the Senate agree to the same.

R. B. RUSSELL, Jr.,

CARL HAYDEN,

JOHN G. TOWNSEND, Jr.,

*Managers on the Part of the Senate.*

J. P. BUCHANAN,

JOHN TABER,

*Managers on the Part of the House.*

¹ Names of Senate Members print first in a conference report printed as a Senate document.

² The above form (using *presented* instead of *submitted*) will be followed in Senate documents other than conference reports when no title page is called for.



92D CONGRESS	}	HOUSE OF REPRESENTATIVES	{	DOCUMENT
2d Session				No. 92-276

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## MERRIMACK RIVER, MASS.

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### LETTER

FROM

## THE SECRETARY OF THE ARMY

TRANSMITTING

PURSUANT TO LAW, A REPORT FROM THE CHIEF OF ENGINEERS  
COVERING NAVIGATION, FLOOD CONTROL, POWER DEVELOP-  
MENT, AND IRRIGATION ON THE MERRIMACK RIVER, MASS.

---

MARCH 17, 1972.—Referred to the Committee on Public Works and ordered to be  
printed, with 15 illustrations

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### LETTER OF TRANSMITTAL

DEPARTMENT OF THE ARMY,  
*Washington, March 17, 1972.*

THE SPEAKER OF THE HOUSE OF REPRESENTATIVES.

DEAR MR. SPEAKER: I am transmitting herewith a report dated  
March 15, 1972, from the Chief of Engineers, etc.

Sincerely yours,

FRANK PACE, Jr.,  
*Secretary of the Army.*

---

DEPARTMENT OF THE ARMY,  
OFFICE OF THE CHIEF OF ENGINEERS,  
*Washington, March 15, 1972.*

Subject: Report on Merrimack River, Mass.

To: The Secretary of the Army.

1. I submit for transmission to Congress my report, with accom-  
panying papers and illustrations, on the Merrimack River, Mass.,  
made, etc.

EUGENE REYBOLD,  
*Major General, Chief of Engineers.*

92D CONGRESS }  
2d Session }

SENATE

{ DOCUMENT  
No. 92-2

---

WILLIAM W. DANENHOWER, JR.

---

LETTER FROM THE ASSISTANT CLERK OF THE COURT OF CLAIMS,  
TRANSMITTING A COPY OF THE FINDINGS OF THE COURT IN  
THE CASE OF ESTATE OF WILLIAM W. DANENHOWER, JR.,  
AGAINST THE UNITED STATES

---

APRIL 14, 1958.—Referred to the Committee on the Judiciary and ordered to be  
printed¹

---

COURT OF CLAIMS, CLERK'S OFFICE,  
*Washington, April 11, 1972.*

The Honorable the PRESIDENT OF THE SENATE.

SIR: Pursuant to the order of the court, I transmit herewith a  
certified copy of the findings of fact and conclusion filed by, etc.

I am, very respectfully, yours,

JOHN W. TAYLOR,  
*Assistant Clerk, Court of Claims.*

---

Court of Claims of the United States. No. 17319, Congressional. *William W. Danenhower, Jr. v  
The United States*

STATEMENT

This is a claim for damages to business property belonging to claimant arising  
out of the changes in the grades of certain avenues in Washington City, D.C.,  
and the relocation of its tracks by a railroad company under an act of Congress.

The bill reads:

"That the Secretary of the Treasury is hereby authorized and directed to pay  
to, etc., in pursuance to the Act of Congress approved February 12, 1901 (31  
Stat. L., p. 774), and Acts supplemental thereto."

FINDINGS OF FACT

I. The actual damages caused by depreciation in value of claimant's property  
in the fall of 1903, due to changes in the grades of New Jersey and Virginia  
Avenues, etc.

CONCLUSION

The court, as a conclusion, states that the foregoing findings of fact show the  
nature and character of the demand. Whether the same shall be paid rests in  
the discretion of Congress.

Filed March 28, 1952.

A true copy.

Testified to this April 11, 1952.

[SEAL]

JOHN W. TAYLOR,  
*Assistant Clerk, Court of Claims.*

---

¹ Must be set as written. If illustrations accompany copy and are not ordered to be printed, do not  
add *with illustrations*. Return copy to Superintendent of Composition.

[Court of Claims. French spoliations. Act of Jan. 20, 1885; 23 Stat. L. 283. Ship *Glasgow*. M. Alcorn, master]

No. of  
case

Claimant

1806. Horace E. Hayden, administrator de bonis non of the estate of David H. Conyngham, surviving partner of the firm of Conyngham. etc.

---

On May 29, 1932, the United States Senate, by resolution, referred to the court under the act of March 3, 1887, a bill in the following words:

"[S. 2951, 72d Cong., 2d sess.]

"A BILL For the relief of the State of Oregon

*"Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled, That the sum," etc.*

---

Thereafter the claim was presented to the 50th and subsequent Congresses, and was transmitted to the court by resolution of the United States Senate, etc.

BY THE COURT.

Dated October 12, 1944.



DEFICIENCY ESTIMATES OF APPROPRIATIONS FOR THE  
PAYMENT OF CLAIMS, DEPARTMENT OF THE NAVY

---

COMMUNICATION

FROM

THE PRESIDENT OF THE UNITED STATES

TRANSMITTING

TWO DEFICIENCY ESTIMATES OF APPROPRIATIONS FOR THE  
DEPARTMENT OF THE NAVY FOR THE FISCAL YEARS 1958 AND  
1959, FOR THE PAYMENT OF CLAIMS SETTLEMENTS REPORTED  
BY THE GENERAL ACCOUNTING OFFICE AS CHARGEABLE TO  
APPROPRIATIONS WHICH ARE EXHAUSTED, TOGETHER WITH  
TWO PROVISIONS AFFECTING EXISTING APPROPRIATIONS FOR  
THE FISCAL YEAR 1958

---

MAY 13, 1958.—Referred to the Committee on Appropriations and ordered to be  
printed

---

THE WHITE HOUSE,  
Washington, May 12, 1958.

THE SPEAKER OF THE HOUSE OF REPRESENTATIVES.

SIR: I have the honor to transmit herewith for the consideration  
of Congress two deficiency estimates of appropriations for the Depart-  
ment of the Navy for the fiscal years 1958 and 1959, amounting in all  
to \$1,543.11, for the payment of claims settlements reported by the  
General Accounting Office as chargeable to appropriations which  
are exhausted, together with two provisions affecting existing  
appropriations for the fiscal year 1958.

The details of these estimates, and the provisions affecting existing  
appropriations, the necessity therefor, and the reasons for their trans-  
mission at this time are set forth in the letter of the Director of the  
Bureau of the Budget, transmitted herewith, with whose comments  
and observations thereon I concur.

Respectfully,

HARRY S. TRUMAN.

## VETO MESSAGE

82D CONGRESS } 1st Session }	HOUSE OF REPRESENTATIVES	{DOCUMENT {No. 82-217
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GEORGE H. WHIKE CONSTRUCTION CO.

## MESSAGE

FROM

## THE PRESIDENT OF THE UNITED STATES

RETURNING

WITHOUT APPROVAL THE BILL (H.R.¹ 3002) FOR THE RELIEF OF  
GEORGE H. WHIKE CONSTRUCTION CO.

---

AUGUST 6, 1951.—Referred to the Committee on the Judiciary and ordered to be  
printed

---

*To the House of Representatives:*²

I return herewith, without my approval, H.R. 3002, for the relief of George H. Whike Construction Co.

The bill proposes an appropriation of \$14,483.45 in payment of a claim asserted by the George H. Whike Construction Co. against the United States for losses in performing a construction contract between the claimant and the Federal Public Housing Authority. The contractor maintains that these losses resulted from the operation of Executive Order 9301. This order, changing the workweek from 40 hours to 48 hours, was issued at or about the time the contract in question was let. The order was made effective in Canton, Ohio, where the contract was being performed, some months after the work was started.

The legislative history of this case reveals a number of disputed issues of fact as well as involved questions of law. It seems to me that these issues and questions can best be resolved by the courts. This is the course which generally has been taken by other contractors who, like the present company, claimed losses in the performance of Government contracts because of the impact of Executive Order

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¹ If "S." appears in copy, because corresponding Senate bill is used, follow.

² In House bills in the Senate, the salutation "*To the Senate:*" is used.

9301 and directives of the War Manpower Commission issued thereunder. If this case is tried in the courts, as I believe it should be, not only will there be the assurance that comes with judicial review, but the criticism will be avoided that this claimant has been given more favorable treatment than that accorded other contractors who were adversely affected by the longer workweek.

While I have felt obliged for these reasons to withhold my approval of H.R. 3002, I would be willing to approve a measure authorizing the Court of Claims to adjudicate the suit of this claimant.

HARRY S. TRUMAN.

THE WHITE HOUSE, August 6, 1951.

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H.R. 3002¹

EIGHTY-SECOND CONGRESS OF THE UNITED STATES OF AMERICA, AT THE FIRST SESSION, BEGUN AND HELD AT THE CITY OF WASHINGTON ON WEDNESDAY, THE THIRD DAY OF JANUARY, ONE THOUSAND NINE HUNDRED AND FIFTY-ONE

AN ACT For the relief of George H. Whike Construction Company.

*Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled*, That the Secretary of the Treasury be, and he is hereby, authorized and directed to pay, out of any money in the Treasury not otherwise appropriated, the sum of \$14,483.45, to George H. Whike Construction Company, of Canton, Ohio, in full settlement of all claims against the United States for losses sustained on Jackson Park homes project contract numbered OH 33037, Canton, Ohio, as the result of Executive Order 9301 which changed the workweek from forty hours to forty-eight hours on same date (February 11, 1943) that such contract was signed: *Provided*, That no part of the amount appropriated in this Act in excess of 10 per centum thereof shall be paid or delivered to or received by any agent or attorney on account of services rendered in connection with this claim, and the same shall be unlawful, any contract to the contrary notwithstanding. Any person violating the provisions of this Act shall be deemed guilty of a misdemeanor and upon conviction thereof shall be fined in any sum not exceeding \$1,000.

SAM RAYBURN,

*Speaker of the House of Representatives.*

ALBEN W. BARKLEY,

*Vice President of the United States and*

*President of the Senate.*

[Endorsement on back of bill:]

I certify that this Act originated in the House of Representatives.

RALPH R. ROBERTS, *Clerk.*

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¹ Bill style.



80TH CONGRESS } 2d Session }	HOUSE OF REPRESENTATIVES	{ DOCUMENT No. 80-734
---------------------------------	--------------------------	--------------------------

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## URGENT NEEDS OF THE AMERICAN PEOPLE

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### ADDRESS

OF

## THE PRESIDENT OF THE UNITED STATES

DELIVERED

BEFORE A JOINT SESSION OF THE SENATE AND THE HOUSE OF REPRESENTATIVES, RECOMMENDING LEGISLATION TO CHECK INFLATION AND THE RISING COST OF LIVING AND TO MEET THE ACUTE HOUSING SHORTAGE

---

JULY 27, 1948.—Referred to the Committee of the Whole House on the State of the Union and ordered to be printed

---

*Mr. President, Mr. Speaker, Members of the 80th Congress:*

The urgent needs of the American people require our presence here today.

Our people demand legislative action by their Government to do two things: First, to check inflation and the rising cost of living and second, to help in meeting the acute housing shortage.

## SAMPLES OF ESTIMATES IN TABULAR FORM

## BUREAU OF NAVIGATION

Transportation and recruiting, Bureau of Navigation, 1944----- \$246. 06

This estimate of appropriation is to provide for payment of claims approved by the General Accounting Office, as per certificates of settlement Nos. 0255663, 0257111, 0264632, 0272207, and T-73602.

*Deficiency estimates of appropriations required for the service of the fiscal years ending June 30, 1950 and 1951, by the Department of the Navy*

Detailed objects of expenditure	Total amount to be appropriated under each head of appropriation	Amount appropriated for the fiscal year for which the appropriation is requested
<b>BUREAU OF NAVIGATION</b>		
Transportation and recruiting, Bureau of Navigation: For travel allowance, etc., including the same objects specified under this head in the Naval Appropriation Act for the fiscal year 1951 (act July 1, 1922, vol. 42, p. 790)-----	\$246. 06	\$4, 151, 775. 00
<b>BUREAU OF SUPPLIES AND ACCOUNTS</b>		
Maintenance, Bureau of Supplies and Accounts: For fuel; the removal and transportation of ashes and garbage from ships of war; books, blanks, stationery, etc., including the same objects specified under this head in the act making appropriations for the Department of the Navy and the naval service for the fiscal year 1951 (acts May 21, 1926, vol. 44, p. 604; Mar. 25, 1930, vol. 46, p. 111; July 3, 1930, vol. 46, pp. 851, 883; Mar. 4, 1932, vol. 46, p. 1576)-----	1, 297. 05	9, 536, 888. 35
Total, Department of the Navy-----	1, 543. 11	-----

## DEPARTMENT OF STATE

## AMERICAN SECTIONS, INTERNATIONAL COMMISSIONS

Budget page	Heading	Original estimate	Change to—	Increase
770	American sections, international commissions.----- (Delete first paragraph under this heading and insert in lieu thereof the following:) For expenses necessary to enable the President to perform the obligations of the United States pursuant to conventions between the United States and Canada signed May 26, 1930 (50 Stat. 1355), and January 29, 1937 (50 Stat. 1351), [and] treaties between the United States and Great Britain, in respect to Canada, signed January 11, 1909 (36 Stat. 2448), and February 24, 1925 (44 Stat. 2102), <i>the treaty between the United States and Canada signed February 27, 1950, and convention between the United States and Costa Rica signed May 31, 1949</i> , including [personal services in the District of Columbia;] stenographic reporting services by contract; [printing and binding;] hire of passenger motor vehicles.	\$870, 000	\$990, 000	\$120, 000

**DRAFT OF A PROPOSED PROVISION PERTAINING TO THE APPROPRIATION "PAY, SUBSISTENCE, AND TRANSPORTATION, NAVY," FISCAL YEAR 1944**

The appropriation "Pay, subsistence, and transportation, Navy," fiscal year 1944, is hereby made available for payment to James P. Sloan gratuity in the amount of \$324, on account of the death of his son, Andrew Jarvis Sloan, who was killed in line of duty on board the U.S.S. *Mississippi* on June 12, 1927, as authorized by the act approved June 11, 1930 (46 Stat. pt. 2, p. 253).

## SAMPLE OF STYLE FOR LAWS

Public Law 85-879  
85th Congress, H.R. 7544  
September 2, 1958

## AN ACT

72 Stat. 1702.

To amend the Act entitled "An Act to recognize the high public service rendered by Major Walter Reed and those associated with him in the discovery of the cause and means of transmission of yellow fever", approved February 28, 1929, by including therein the name of Roger P. Ames.

*Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled,* That the Act en-^{Walter Reed} titled "An Act to recognize the high public service rendered by ^{Associates.} Major Walter Reed and those associated with him in the discovery of the cause and means of transmission of yellow fever", approved February 28, 1929 (45 Stat. 1409), is amended by inserting after "Aristides Agramonte," the first time it appears in such Act the following: "Roger P. Ames,".

Approved September 2, 1958.

## SAMPLE OF PROCLAMATION DATE

(The following paragraph shows the manner of dating proclamations and other Executive documents. Note capitalization and punctuation. (See rule 16.30.))

Done at the city of Washington this 12th day of September, in the year of our Lord nineteen hundred and¹ fifty-one, and of the independence of the United States of America the one hundred and¹ seventy-sixth.

## SAMPLE OF PAGE 1 IN HEARINGS

## INVESTIGATION OF UN-AMERICAN PROPAGANDA ACTIVITIES IN THE UNITED STATES

MONDAY, NOVEMBER 29, 1943

HOUSE OF REPRESENTATIVES,  
SUBCOMMITTEE OF THE SPECIAL COMMITTEE  
TO INVESTIGATE UN-AMERICAN ACTIVITIES,  
Washington, D.C.

The subcommittee met at 10:30 a.m., Hon. John M. Costello (chairman) presiding.

Present: Hon. Herman P. Eberharter, Pennsylvania; Hon. Karl E. Mundt, South Dakota; Robert E. Stripling, chief investigator.

### STATEMENT OF JOHN M. JONES, PITTSBURGH, PA.²

Mr. JONES. Mr. Chairman and members of the committee,³ it is an honor to appear before you and to offer testimony in this important hearing.

¹ Copy is to be followed literally with respect to the inclusion or omission of and in numerical expressions.

² Note that Mr. is not used before name in head; also, street addresses are eliminated.

³ Note use of comma at end of salutation.



## SECOND SUPPLEMENTAL APPROPRIATION BILL FOR 1951¹

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### SUBCOMMITTEE ON LABOR-FEDERAL SECURITY APPROPRIATIONS

JOHN E. FOGARTY, Rhode Island, Chairman  
E. H. HEDRICK, West Virginia      FRANK B. KEEFE, Wisconsin  
CHRISTOPHER C. McGRATH,      ERRETT P. SCRIVNER, Kansas  
New York      H. CARL ANDERSEN, Minnesota

TUESDAY, DECEMBER 5, 1950.

### FEDERAL SECURITY AGENCY

#### PUBLIC HEALTH SERVICE

#### WITNESSES

DR. LEONARD SCHEELE, SURGEON GENERAL  
DR. NORMAN TOPPING, ASSOCIATE DIRECTOR, NATIONAL INSTITUTE OF HEALTH

#### PROGRAMS OF RESEARCH CONTEMPLATED AND NEEDED UNDER PUBLIC LAW 692

Mr. FOGARTY. The committee will come to order. The committee has before it this afternoon Dr. Scheele, of the Public Health Service, and some of his assistants.

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## TREASURY AND POST OFFICE DEPARTMENTS APPROPRIATIONS, 1951

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WEDNESDAY, JANUARY 25, 1950

U.S. SENATE,  
SUBCOMMITTEE OF THE COMMITTEE ON APPROPRIATIONS,  
Washington, D.C.

The subcommittee met at 2:30 p.m., pursuant to call, in the Senate Appropriations Committee room, the Capitol, Hon. Burnet R. Maybank (chairman of the subcommittee) presiding.

Present: Senators Maybank, Hayden, McClellan, McKellar, Robertson, Cordon, and Saltonstall.

### TREASURY DEPARTMENT

STATEMENT OF HON. JOHN W. SNYDER, SECRETARY OF THE  
TREASURY, ACCOMPANIED BY EDWARD F. BARTELT, FISCAL  
ASSISTANT SECRETARY OF THE TREASURY

#### DISCUSSION OF PROCEDURE IN HEARING

Senator MAYBANK. The committee will come to order, please.

Mr. Secretary, will you proceed? Would you prefer to read your statement?

---

¹ This style for House appropriation hearings only.

## SAMPLE OF TITLE PAGE—HEARING

[Follow this series of type]

[Cheltenham Bold]

HEARING¹

[Case 15M18]

BEFORE _____

[1M6-pt. caps]

## SUBCOMMITTEE OF THE

[Case 5M14]

## COMMITTEE ON _____

[Case 5M18]

## UNITED STATES SENATE

[Case 5M18]

## EIGHTY-NINTH CONGRESS

[1M10-pt. caps]

## SECOND SESSION

[1M8-pt. caps]

ON

[1M6-pt. caps]

## S. 0000

[Case 72M18]

A BILL (give full title)

[1M8-pt. caps]

[1M8-pt. caps]

Printed for the use of the Committee on _____

U.S. GOVERNMENT PRINTING OFFICE  
WASHINGTON : 1966[Personnel of committee to  
appear on back of title]¹ Same style for House of Representatives, except appropriation bills, sample of which is on p. 422.

## SAMPLE OF TITLE PAGE—HEARING

[Follow this series of type]

# INTERIOR DEPARTMENT APPROPRIATION BILL FOR 1966

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## HEARINGS

BEFORE A

### SUBCOMMITTEE OF THE COMMITTEE ON APPROPRIATIONS UNITED STATES SENATE

EIGHTY-NINTH CONGRESS

SECOND SESSION

ON

### H.R. 9621, H.R. 9622, H.R. 9623, H.R. 9624 H.R. 9625, H.R. 7685

BILLS MAKING APPROPRIATIONS FOR THE DEPARTMENT  
OF THE INTERIOR FOR THE FISCAL YEAR ENDING  
JUNE 30, 1966, AND FOR OTHER PURPOSES

---

Printed for the use of the Committee on Appropriations





## 25. FOREIGN LANGUAGES

[Revision for this edition by foreign language experts at the Library of Congress, under the supervision of the Publications Office]

### PURPOSE AND PLAN

The purpose of this section of the *STYLE MANUAL* is to provide a guide to the typography of the more important languages handled in this Office.

It has been designed to answer the needs of two categories of users:

1. Those who have very little or no knowledge at all of a language but seek to become more competent in following copy and syllabifying with at least a passing degree of accuracy; and

2. Those who have an academic knowledge of a language but lack the practical information belonging to the special field of typography, complete guidance to which is procurable only from advanced and foreign works.

To answer the needs of the former, there is presented first a sample of the language as it looks in print, followed by an adequate display of the alphabet and a helpful paragraph on special characters. This will be found fully adequate, for all practical purposes, to enable printers to follow copy competently, even though with but literal accuracy.

There is also included a brief discussion of pronunciation, so far as this can be described without special technical phonetic data, as a basis for the rules for syllabifying words in printing.

The rules for syllabifying follow, and these were formulated so that with the aid of the first four rules, which require no further knowledge of the language, a printer can syllabify with at least an 80-percent accuracy. The application of the remaining rules may require a further knowledge of the language, but these are intended essentially for the second category of users.

To answer the needs of this category fully, the rules for syllabifying are presented with utmost comprehensiveness, so that they cover all possible problems that may be encountered; and subjoined is also a selected list of illustrative word divisions, which may be used either for further study or reference. Other useful data on typography and bibliography are also included.

Dictionaries of languages other than English rarely show syllable division. This is due in part to the fact that many spelling systems are less complex than that of English, and therefore make it easier to divide words in writing according to the spoken syllable divisions. The rules stated in the following sections are intended to be summaries of the procedures actually followed by printers native to the languages.

## DANISH

Den lille sønderjyske by, jeg kender fra barneårene, har som mange andre små og større danske byer forandret sit fysiognomi i de senere år. De små hjemmeindustrier er vokset op til store fabrikker, nye bydele har bredt sig ud over barndommens marker, og tilrejsende fremmede har fundet hjem og eksistens her.—Johan Severin Hansen, Den lille profil, p. 16, 1969.

### Alphabet and pronunciation

A	a	long: <i>a</i> in man; short: <i>a</i> in hat, and before or after <i>r</i> like <i>a</i> in father, but shorter
B	b	<i>b</i>
C	c	<i>s</i> in so before <i>e, i, y, æ</i> ; before <i>a, o, u</i> , or consonant, like <i>k</i> , and now generally written <i>k</i> ; <i>ch</i> like <i>sh</i> , or rarely like <i>k</i> ; now generally written <i>k</i> ; sometimes as though written <i>tj</i> ; combination <i>ci</i> before vowel, like <i>sh</i> ; letter <i>c</i> occurs only in foreign words
D	d	<i>d</i> at beginning of words; between vowel and unstressed <i>e</i> , between vowel and <i>j, l, m, n</i> , or <i>r</i> , and in final position, like <i>th</i> in father; silent before <i>s</i> or <i>t</i> , as well as in combination <i>nd</i> and <i>ld</i> in final position and before unstressed <i>e</i> ; often silent after <i>r</i> and at end of words
E	e	long: like <i>a</i> in care; short, stressed: like <i>e</i> in met; often like <i>e</i> in met, but tending toward <i>i</i> in pit; before <i>r</i> , like <i>a</i> in hat; before <i>g</i> or <i>j</i> , usually like <i>a</i> in hat; in word <i>de</i> , like <i>ee</i> in meet, but shorter; in unstressed syllables, like <i>a</i> in sofa; generally silent before <i>n</i>
F	f	<i>f</i>
G	g	<i>g</i> in go initially and before <i>t</i> ; between vowel (or sometimes consonant) and unstressed <i>e</i> , at end of word, and between vowel and consonant other than <i>t</i> , it has sound which may be made by trying to pronounce <i>g</i> in go without making contact between tongue and roof of mouth
H	h	<i>h</i> ; silent before <i>j</i> or <i>v</i>
I	i	long: <i>ee</i> in meet; short: <i>ee</i> in meet, but shorter; often like <i>e</i> in met, but tending toward <i>i</i> in bit
J	j	<i>y</i> in yes; silent (and now generally no longer written) after <i>g</i> or <i>k</i> followed by front vowel; in French words, like <i>sh</i>
K	k	<i>k</i>
L	l	<i>ll</i> in million
M	m	<i>m</i>
N	n	<i>n</i> ; combination <i>ng</i> , like <i>ng</i> in singer; combination <i>nk</i> , like <i>ng</i> in finger
O	o	long: <i>o</i> in go; short: <i>o</i> in November; often like <i>aw</i> in law, but shorter
P	p	<i>p</i> ; combination <i>ph</i> in foreign words, like <i>f</i> , and now usually written <i>f</i>

[Concluded on following page]

Q	q	always followed by <i>v</i> (or <i>u</i> ), combination being pronounced, and now usually written, <i>kv</i> ; occurs only in foreign words
R	r	sound made by scraping of air between back of tongue and roof of mouth, as in French; after vowel, its sound assumes quality of vowel
S	s	<i>s</i> in sing; combination <i>ss</i> , and in foreign words <i>sc</i> , like <i>s</i> in sing; combination <i>sj</i> , like <i>sh</i> ; followed by <i>i</i> plus another vowel, like <i>sh</i> ; in foreign words, <i>sch</i> and <i>sh</i> are pronounced like <i>sh</i>
T	t	<i>t</i> , at beginning of word; silent in word <i>det</i> and in ending <i>et</i> when unstressed; followed by <i>i</i> plus another vowel, like <i>sh</i>
U	u	long: <i>oo</i> in food; short: <i>oo</i> in good; often like <i>o</i> in go, but shorter
V	v	<i>v</i> , before vowel or <i>r</i> and after long vowel; after short vowel, like <i>oo</i> in food; often silent after <i>l</i>
W	w	<i>v</i> ; in foreign words only
X	x	<i>ks</i> , or at beginning of words, like <i>s</i> in sing; now only in foreign words
Y	y	long: <i>ee</i> in meet, but with lips rounded as in pronouncing <i>oo</i> in food; resembles (long) German <i>ü</i> , French <i>u</i> ; short: <i>ee</i> in meet, but shorter, and with lips rounded as in pronouncing <i>oo</i> in food; resembles (short) German <i>ü</i> , French <i>u</i>
Z	z	<i>s</i> in sing; occurs only in foreign words
Æ	æ	long: <i>e</i> in met, but longer; short: <i>e</i> in met; before or after <i>r</i> , like <i>a</i> in hat; formerly sometimes written <i>ä</i> ; in handwriting, usually <i>æ</i>
Ø	ø	<i>a</i> in care, but with lips rounded as in pronouncing <i>oo</i> in food; resembles (long) German <i>ö</i> , French <i>eu</i> ; formerly sometimes written <i>ö</i>
Å	å	long: <i>aw</i> in law, but tending toward <i>o</i> in go; short: <i>aw</i> in law, but shorter, and tending toward <i>o</i> in go; formerly written <i>aa</i> .

### Special characters

Danish uses the Latin alphabet with the addition of the following special characters: *Æ æ*, *Ø ø*, and *Å å*.

The *c*, *q*, *w*, *x*, and *z* are used in words of foreign origin and in proper names.

Until quite recently, *aa* was written for *å*, and in dictionaries, indexes, telephone directories, etc., was found either preceding *a* or following it. Now the tendency is to place it at the end of the alphabet. The letter *w* is often regarded as a mere variant writing for *v*, and in dictionaries, etc., the *w*'s are then found interspersed with the *v*'s; otherwise, *w* follows *v*.

Fraktur type (German text) is scarcely in use today.

### Vowels and consonants

The vowels are *a*, *e*, *i*, *o*, *u*, *y*, *æ*, *ø*, and *å*; the back vowels being *a*, *o*, *u*, and *å*; the front vowels *e*, *i*, *y*, *æ*, and *ø*. The other letters of the alphabet are consonants.

### Combinations of vowel sounds (diphthongs)

*aj* (formerly *ai*) as *ai* in aisle  
*au* (*av*) as *ou* in house  
*eg* as *ey* in grey  
*ej* (formerly *ei*) as *ey* in grey  
*eu* (*ev*) as *e* in met plus *u*  
*iv* as *ee* in meet plus *u*  
*oi* as *oy* in boy

*ou* as *oo* in food  
*ov* as *o* in go  
*yv* as (Danish) *y* plus *u*  
*xv* as *e* in met plus *u*  
*øj* as *oy* in boy  
*øj* (formerly *øi*) as *oy* in boy  
*øv* as *ø* plus *u*



**Combinations of consonantal letters (digraphs)**

*ch* as *tj* or *sj* or *k*, depending on language of origin  
*cz* as *tj* or *ts*, depending on language of origin  
*hj* as *j*  
*hv* as *v*  
*ng* see under *n* in Alphabet and pronunciation  
*ph* as *f*

*ps* as *s*  
*qv* as *kv*  
*sc* as *s*  
*sch* as *sj*  
*sh* as *sj*  
*sj* see under *s* in Alphabet and pronunciation  
*th* as *t*  
*wh* as *v*

**Consonantal units**

Includes all the combinations given under Combinations of consonantal letters (digraphs) and the following: *gj*, *kj*, *kl*, *kv*, *lj*, *sk*, *skj*, *sp*, *spr*, *st*, *str*, and *sv*.

**Rules for syllabification**

1. Diphthongs, digraphs, and consonantal units may not be divided.
2. Division is made on a vowel or on a diphthong before a single consonant, a digraph, or a consonantal unit: *Ba-lance*, *hvi-sken*, *hu-stru*, *bøj-ning*.
3. In a group of two or more consonants, division is made before the last consonant, digraph, or consonantal unit: *af-ten*, *dan-ske*, *sek-sten*, *tjenst-lig*, *blom-stre*.
4. Division may be made between two vowels not constituting a diphthong or between a diphthong and a vowel: *fri-er*, *lej-er*.
5. Certain adverbial prefixes are kept intact. These are: *ad*, *af*, *an*, *bag*, *be*, *bi*, *bort*, *efter*, *er*, *for*, *fra*, *frem*, *ge*, *in*, *ind*, *med*, *mis*, *ned*, *om*, *op*, *over*, *paa*, *til*, *ud*, *ude*, *und*, *under*, and *ved*: *ad-splitte*, *af-drift*, *an-drag*, *bag-slag*, etc.
6. Certain suffixes are kept intact. These are: *agtig*, *artig*, *hed*, and *inde*: *barn-agtig*, *egen-artig*, *mat-hed*, *mester-inde*.
7. Compound words are divided according to their component parts (and each part according to rules 1 to 6), the compounding *s*, if used, going with the preceding component: *aften-avis*, *aften-blad*, *aftens-tid*.
8. Foreign words and components of foreign words (not naturalized) follow the conventions of the language of origin: *pa-triot*, *me-trisk*, *repu-blik*, *eks-trem*, *post-skriptum*, *Shake-speare*, *Wash-ington*. Under this rule are also included scientific and technical words, which editors prefer to treat etymologically: *hemi-sfære*, *dia-gnose*.

**Illustrative word divisions**

[The numbers in parentheses refer to the syllabification rules]

af-bræk-ke	(5, 3)	ned-sla-gen	(5, 2)
ame-ri-kan-ske	(2, 2, 3)	om-ar-bej-de	(5, 3, 2)
an-dra-gen-de	(5, 2, 3)	op-hæn-ge	(5, 3)
ar-kæ-o-lo-gi	(3, 4, 2, 2)	over-ens-komst	(5, 7)
be-skæf-ti-gel-se	(5, 3, 2, 3)	på-dra-ge	(5, 2)
der-ef-ter	(7, 3)	på-gæl-de	(5, 3)
egen-ar-tig	(6, 3)	pa-ra-graf	(2, 8)
eks-a-men	(8, 2)	pa-tri-o-ti-ske	(8, 4, 2, 2)
eks-em-plar	(8, 8)	re-ge-ring	(2, 2)
en-gel-ske	(3, 3)	re-pre-sen-tation	(8, 2, 3, 2)
er-ind-ring	(5, 3)	re-pu-blik	(2, 8)
eu-ro-pæ-i-ske	(2, 2, 4, 2)	re-pu-bli-kan-ske	(2, 8, 2, 3, 2)
for-u-ren-te	(5, 3)	sam-men-brin-ge	(3, 7, 3)
gen-gæl-de	(3, 3)	selv-an-klage	(7, 5, 2)
halv-å-rig	(7, 2)	ska-des-er-stat-ning	(2, 7, 3, 3)
hin-an-den	(7, 3)	stats-for-fat-ning	(7, 3, 3)
ind-plan-te	(5, 3)	sy-ste-ma-tisk	(2, 2, 2)
in-ter-es-sant	(3, 8, 3)	ti-den-de	(2, 3)
ka-mou-fla-ge	(2, 8, 2)	tids-reg-ning	(7, 3)
kends-ger-ning	(7, 3)	tids-skrif-te	(7, 3)
mid-ship-mand	(8, 3)	til-græn-sen-de	(5, 3, 3)
mis-tviv-le	(5, 3)	ti-pfen-nig	(7, 3)

*Illustrative word divisions—Continued*

tjenst-skyl-dig	(7, 3)	uor-dent-lig	(3, 3)
tre-å-rig	(7, 2)	uret-mæs-sig	(3, 3)
ty-de-lig	(2, 2)	uvil-kår-lig	(3, 3)
ud-ar-bej-de	(5, 3, 2)	vå-ben-ø-vel-se	(2, 7, 2, 3)
ude-stå-en-de	(5, 4, 3)	ved-bli-ven	(5, 2)
und-dra-ge	(5, 2)	vel-ær-vær-dig	(7, 3, 3)
un-der-of-fi-cer	(3, 5, 3, 2)	yt-rings-fri-hed	(3, 7, 6)
un-der-skri-ve	(3, 5, 2)	ærg-rel-se	(3, 3)
und-skyld-ning	(5, 3)	øn-ske-lig	(3, 2)

**Stress and diacritics**

Most words are stressed on the first syllable, except when they begin with a prefix such as *be-*, *er-*, *for-*, *ge-*, in which case the following syllable is stressed. Foreign words, especially those of French origin, are usually accented on the last, or next to the last, syllable. In compound words, the first component receives the primary stress; the second receives secondary stress.

In stressed syllables, vowels are generally long before one consonant or none, and short before two or more consonants. There are, however, many exceptions, especially in that a long vowel is often found before two or more consonants. Some monosyllables, which are generally weakly stressed in the sentence, are short, even when they end in a vowel or single consonant.

In unstressed syllables, the vowel is always short. If a word, having, when it stands alone, a long vowel, occurs unstressed in a spoken sentence, the vowel in question is pronounced short.

Characteristic of Danish is an unwritten sound, called the *stød*, or glottal stop; i.e., a closure of the vocal cords, followed by a sudden opening of them. The sound, resembling a slight cough, occurs often in English before stressed vowels, but speakers of English are scarcely aware of it.

The *stød* occurs only in stressed syllables. It is used both after vowels and after voiced consonants following a vowel. It does not occur in a word or syllable which is made up of a short vowel followed by one or more of the consonants *p*, *b*, *t*, *d*, *k*, *g*, *f*, or *s*, nor in any word or syllable ending in a short vowel. It is also usually absent from the first part of compound words, even where the uncompound form would have a *stød*. Otherwise, the *stød* is found in all monosyllables and in some polysyllables, especially foreign loanwords. It is also found in polysyllabic second members of compounds, even where, uncompound, the word would have no *stød*.

However, the presence or absence of the *stød* cannot be determined from the written form of the word, but must be known for each word itself, and even for each form of the word. A word which is pronounced with a *stød* when stressed may lose it if it is weakly stressed in a sentence.

With the exception of *å*, *ä* (variants for *æ*), and *ø* (variant for *ø*), diacritics are used only in foreign loanwords and in certain proper names.

**Capitalization**

Capitalization is as in English, except that the pronouns *De*, *Dem*, and *Deres* are capitalized, as is the familiar form of the pronoun *I*. Formerly, all nouns were capitalized, as in German. Proper adjectives are lowercased.

**Punctuation**

Punctuation is practically the same as in English, except that all dependent clauses are set off by commas.

## Abbreviations

adr.	adresse, address, c/o
afs.	afsender, sender
ang.	angående, concerning
anm.	anmærkning, remark, observation
A/S	Aktieselskab, joint-stock company
bd.	bind, volume, volumes
bl.a.	blandt andet, blandt andre, among other things, or others
d.	død, dead
d.å.	dette år, this year
d.d.	dags dato, the date of the day, this day
d.m.	denne måned, this month
dr.	doktor, doctor
d.v.s.	det vil sige, that is, that is to say
eks.	eksempel, example (illustration), e.g.
etc.	et cetera, et cetera
f.	født, born
f.å.	forrige år, last year
f.eks.	for eksempel, for instance
ff.	følgende, the following
fhv.	forhenværende, former, late
fig.	figur, figure
forf.	forfatter, author
frk.	frøken, Miss
gl.	gammel, old
H. M., Hs. M. }	Hans Majestæt, His Majesty

## Cardinal numbers

en (een, et)	one
to	two
tre	three
fire	four
fem	five
seks	six
syv	seven
otte	eight
ni	nine
ti	ten
elleve (elve)	eleven
tolv	twelve
tretten	thirteen
fjorten	fourteen
femten	fifteen
seksten	sixteen
sytten	seventeen
atten	eighteen
nitten	nineteen
tyve	twenty
en og tyve, etc.	twenty-one, etc.

Hds. M.	Hendes Majestæt, Her Majesty
hr.	herr, sir, Mr.
if.	ifølge, according to
jf., jfr.	javnfør, compare
kap.	kapitel, chapter
kgl.	kongelig, royal
kl.	klokken, o'clock; klasse, class
kpt.	kaptajn, captain
kr.	krone, crown; kroner, crowns (coin)
m.fl.	med flere, with others, and others
m.h.t.	med hensyn til, with regard to
m.m.	med mere, et cetera, and more, and so forth
n.b.	nota bene, mark (notice) well
n.n.	nomen nescio, Mr. * * * Mr. such a one
nr.	nummer, number
obs.	observer, observe
o.s.v.	og så videre, and so forth, etc.
p.s.	postskriptum, postscript
R.	ridder, knight
red.	redaktør, editor
s.	side, page; sider, pages
s.d.	samme dato, same date
sml.	sammenlign, compare
s.u.	svar udbedes, an answer is requested
vedr.	vedrørende, concerning

tredive	thirty
fyrre	
(fyrretyve)	forty
halvtreds	
(halvtredsindstyve)	fifty
tres	
(tresindstyve)	sixty
halvfjerds	
(halvfjerdsindstyve)	seventy
firs	
(firsindstyve)	eighty
halvfems	
(halvfemsindstyve)	ninety
hundrede	hundred
hundrede og en, etc.	one hundred and one, etc.
tohundrede, etc.	two hundred, etc.
tusind(e)	thousand

NOTE.—The forms in parentheses are old fashioned and are seldom used today.



**Ordinal numbers**

første	first	syttende	seventeenth
anden	second	attende	eighteenth
tredje	third	nittende	nineteenth
fjerde	fourth	tyvende	twentieth
femte	fifth	en og tyvende, etc.	twenty-first, etc.
sjette	sixth		
syvende	seventh	tredivte	thirtieth
ottende	eighth	fyrretyvende	fortieth
niende	ninth	halvtre(d)sindstyvende	fiftieth
tiende	tenth	tre(d)sindstyvende	sixtieth
ellefte (elvte)	eleventh	halvfjerdsindstyvende	seventieth
tolvte	twelfth	firsindstyvende	eightieth
trettende	thirteenth	halvfemsindstyvende	ninetieth
fjortende	fourteenth	hundrede og første, etc.	hundred and first, etc.
femtende	fifteenth		
sekstende	sixteenth		

NOTE.—Hundred(e) (100) and tusind(e) (1,000) have the same form for cardinals and ordinals.

**Months**

januar (jan.)	January	juli	July
februar (feb.)	February	august (aug.)	August
marts	March	september (sept.)	September
april (apr.)	April	oktober (okt.)	October
maj	May	november (nov.)	November
juni	June	december (dec.)	December

**Days**

søndag	Sunday	torsdag	Thursday
mandag	Monday	fredag	Friday
tirsdag	Tuesday	lørdag	Saturday
onsdag	Wednesday		

**Seasons**

forår	spring	efterår	autumn
sommer	summer	vinter	winter

**Time**

time	hour	måned	month
dag	day	år	year
uge	week		

REFERENCES.—Henni Forchhammer, *How To Learn Danish* (1932); A. Arnholtz und C. A. Reinhold, *Einführung in das Dänische Lautsystem* (1936); Ingeborg Stemmann, *Danish* (1938); G. Langenscheidt og H. Henningsen, *Lommeordbog Over det Danske og Tyske Sprog* (1941); Johs. Magnussen, *Otto Madsen og Herman Vinterberg, Dansk-Engelsk Ordbog* (1943); Jeannette Dearden and Karin Stig-Nielsen, *Spoken Danish* (1945).

## DUTCH

Nu is het duidelijk, dat het duratieve aspect in de feitelijke handeling moeilijk tot zijn recht kan komen. Men kan wel stilstaan op een plaats, maar niet stilstaan in de tijd. De enige middelen, die hier practisch ten dienste staan, zijn de herhaling en de vertraging. Van beide vindt men in allerlei godsdienstige rituelen voorbeelden.—Held: *Magie, Hekserij en Toverij*, Groningen (1950), p. 10.

### Alphabet and pronunciation

A	a	<i>a</i> in father	O	o	<i>o</i> in often, low
B	b	<i>b</i> ; <i>p</i> at end of words	P	p	<i>p</i>
C	c	<i>k</i> ; <i>s</i> before <i>e</i> , <i>i</i> , <i>y</i>	Q	q	<i>q</i>
D	d	<i>d</i> ; <i>t</i> at end of words	R	r	<i>r</i>
E	e	<i>e</i> in met; <i>a</i> in fate	S	s	<i>s</i> in sister
F	f	<i>f</i>	T	t	<i>t</i>
G	g	<i>ch</i> in German auch	U	u	<i>u</i> in sure; also almost like <i>ee</i> in eel or like French <i>u</i> or German <i>ü</i>
H	h	<i>h</i>	V	v	<i>v</i> ; <i>f</i> at end of words
I	i	<i>i</i> in fit, police	W	w	<i>w</i>
J	j	<i>y</i> in yet; like English <i>z</i> in azure in some words	X	x	<i>x</i>
K	k	<i>k</i>	Y	y	<i>i</i> in fit
L	l	<i>l</i>	Z	z	<i>z</i> ; <i>s</i> at end of words
M	m	<i>m</i>			
N	n	<i>n</i>			

### Special characters

Dutch uses the Latin alphabet; and with the exception of the circumflex and acute accents, which it uses only to a small extent, it has no special characters.

The letters *ij* are treated like a ligature. When they begin a capitalized word, both letters must be uppercased, thus: *IJsland*, Iceland; *IJverig*, zealous.

### Vowels and consonants

The vowel letters are *a*, *e*, *i*, *o*, *u*, and *ij*; the remaining characters are all consonants. The so-called double vowels, *aa*, *ee*, *oo*, and *uu*, are merely lengthened sounds of their respective single forms; thus *aa* is like *aa* in Saar, *ee* like *a* in taste, *oo* like *o* in rose (never like *oo* in good), *uu* like *u* in sure. Double vowels are regarded by most grammarians as single characters rather than diphthongs.

### Diphthongs

The diphthongs are pronounced approximately as follows:

*ai* as *ai* in aisle  
*au* as *ou* in house  
*eeu* as *a* in fate followed by French *u* or German *ü*  
*ei* as *ai* in aisle  
*eu* as *er* in her  
*ie* as *ie* in pier

*ieu* as *eu* in reunion  
*ij* as *ai* in aisle  
*oe* as *oe* in shoe  
*oei* as *uoy* in buoy  
*ooi* as *oy* in annoy  
*ou* as *ou* in house  
*ui* as *urry* in furry

## Digraphs

The digraphs and their sounds are:

ch like German *ch* ¹  
ph as *f*  
qu like English *qu*

sch as *s* plus *ch* or *s* ²  
sj as *sh* in *shall*  
th as *t*

## Rules for syllabification

1. Double vowels, diphthongs, and digraphs may not be divided.
2. Division is made on a vowel or on a diphthong before a single consonant or a digraph: *le-ven*, *leu-gen*, *la-chen*, *vrou-wen*, *le-raar*.
3. In a group of two or more consonants, division is made before the last consonant or digraph: *heb-ben*, *amb-len*, *man-tje*; but if one of the consonants is preceded by another consonant, the *s* goes over: *kor-sten*, *ern-stig*, *Pink-ster*. This rule cannot be applied to personal names, e.g.: *Bensdorp* should be: *Bens-dorp*; *Rijnsburger* should be: *Rijns-burger*, etc.
4. Division may be made between two vowels not constituting a diphthong or between a diphthong and a vowel: *zaai-en*, *knie-ën*, *spi-on*.
5. Certain adverbial prefixes are kept intact. These are: *aan*, *achter*, *af*, *be*, *bij*, *daar*, *door*, *er*, *ge*, *heen*, *her*, *in*, *mede*, *mein*, *mis*, *na*, *neder*, *neer*, *om*, *on*, *onder*, *ont*, *oor*, *op*, *over*, *samen*, *tegen*, *terug*, *toe*, *uit*, *ver*, *voor*, *voort*, *wan*, *weder*, and *weg*: *aan-vaarden*, *achter-eind*, *af-breken*, *be-drog*, etc.
6. Certain suffixes are kept intact. These are: *aard*, *aardig*, *achtig*, *heid*, *je*, *pje*, *schap*, *sche*, *ske*, *ste(n)*, *ster*, and *tje*: *dronk-aard*, *eigen-aardig*, *zak-achtig*, *oord-je* (little place), *oor-tje* (little ear), *boom-pje*, *hoog-ste*, *bak-ster*.³
7. Compound words are divided according to their component parts (and each part according to rules 1 to 6): *eer-ambt*, *angst-kreet*. The compounding *s*, if used, is kept with the preceding component: *rijks-ambt*, *volks-eenheid*.
8. Foreign words and components of foreign words (not naturalized) follow the conventions of the language of origin: *repu-bliek*, *por-tret*, *Trans-atlantisch*, *Washington*, *Shake-speare*. Under this rule are also included scientific and technical words, which editors prefer to treat etymologically: *dia-gnostisch*, *proto-plasma*; but *interesse* has been naturalized and is divided *inte-resse*.

## Illustrative word divisions

[The numbers in parentheses refer to the syllabification rules]

aam-bor-stig	(3, 3)	in-te-res-se	(3, 2, 3)
aan-prij-zen	(5, 2)	kun-ste-naar	(3, 2)
ach-ter-uit-gang	(3, 5, 5)	me-de-stand-der	(2, 5, 3)
Ame-ri-kaan-se	(2, 2, 3)	mees-ter-stuk-jes	(3, 7, 6)
Am-ster-dam	(3, 3)	mein-e-dig-heid	(5, 2, 6)
be-slis-sin-gen	(5, 3, 3)	mi-cro-me-trisch	(8, 2, 8)
bi-bli-o-theek	(8, 4, 2)	mis-brui-ken	(5, 2)
bij-een-bren-gen	(5, 7, 3)	moei-lijk-heid	(2, 6)
con-sti-tu-tie	(3, 2, 2)	na-druk-ken	(5, 3)
con-sti-tu-ti-o-neel	(3, 2, 2, 4, 2)	ne-der-knie-len	(2, 5, 2)
daar-op-vol-gend	(5, 5, 3)	Ne-der-lan-der	(2, 5, 3)
des-a-vou-e-ren	(8, 2, 4, 2)	Ne-der-land-se	(2, 5, 6)
door-draai-en	(5, 4)	neer-slach-tig	(5, 3)
En-gel-se	(3, 3)	om-stand-ig-heid	(5, 3, 6)
er-ach-ter	(5, 3)	on-der-druk-ken	(3, 5, 3)
ge-brui-ker	(5, 2)	on-er-va-ren	(5, 3, 2)
ge-meen-schap-pe-lijk	(2, 3, 3, 2)	ont-e-ren	(5, 2)
heen-snel-len	(5, 3)	oor-spron-ke-lijk	(5, 3, 2)
her-e-ni-gen	(5, 2, 2)	op-hel-de-ring	(5, 3, 2)
in-acht-ne-ming	(5, 7, 2)	op-ont-houd	(5, 5)
in-dus-trie	(3, 8)	pro-spec-tus	(8, 3)

¹ This sound of *ch* is for words of native origin only. In words of French origin *ch* is pronounced as in French (like *sh*) and in words of Greek origin like *ch* in *chorus*.

² The digraph *sch* has two sounds. At the beginning of a word and at the beginning of a syllable preceded by a prefix it is pronounced like *s* plus the Dutch *ch*; elsewhere like English *s*.

³ The suffixes listed must be distinguished from the same letter combinations that are not suffixes and not appended to a meaningful word. Thus *ste* in *beste* is not a suffix, as *be* is not a word. Likewise *aard* in *veinzaard* and *grijnzaard* is not a suffix in the above sense, as there are no words *veinz* and *grijnz*. Properly, *veinzaard* and *grijnzaard* are derivatives of *veinzen* and *grijnzen* and are syllabified according to rule 3; i.e., *vein-zaard*, *grijn-zaard*, and *beste* is syllabified *bes-te*.



## Illustrative word divisions—Continued

re-ge-ring	(2, 2)	uit-oe-fe-nen	(5, 2, 2)
re-pu-bliek	(2, 8)	ver-e-nig-de	(5, 2, 3)
re-pu-bli-keins	(2, 8, 2)	voor-af-gaan-de	(5, 3, 3)
sa-men-stel-ling	(2, 5, 3)	voort-breng-sel	(5, 3)
te-gen-ant-woord	(2, 5, 3)	wan-trou-wend	(5, 2)
te-rug-ei-sen	(2, 5, 2)	we-der-op-bou-wen	(2, 5, 5, 2)
tijd-schri-f-ten	(7, 3)	weg-sprin-gen	(5, 3)
toe-tre-den	(5, 2)	zelf-re-ge-ring	(7, 2, 2)

## Stress and diacritics

The stress in Dutch words falls on the root syllable in simple words and on the main component (usually the first) in compound words: *beSTELlen* (to order), *SCHOOLboek* (schoolbook). Words of foreign origin keep their own characteristic stress.

Diacritical marks are used to a limited extent in Dutch. The circumflex is used to indicate the contraction of two syllables into one, if the contraction is unusual: *daän* for *daden* (deeds), *liën* for *lieden* (people). The dieresis (trema) is used to indicate that the vowel over which it is placed does not form a diphthong with the preceding vowel but is pronounced separately: *zeeën* (pronounced *zay'-en*), seas; *oliën* (pronounced *olee'-en*), to oil. The acute is used to give added emphasis: *dáár* is *het*, there it is, but *daar* is *hij eindelijk*, there he is finally; *één gulden*, one guilder, but *een gulden*, a guilder.

## Capitalization

Capitalization in Dutch is similar to that in English, but with the following differences:

The months, and days of the week in Dutch are written lowercase.

If the first word of a sentence is a single letter only, the word goes lowercase and the next one is capitalized: 's *Avonds* is *het koud*, in the evening it is cold. 'k *Weet niet wat hij zegt*, I do not know what he says.

The first-person pronoun, *ik* (I), is not capitalized, but the second-person pronouns *U* (you), *Uw* (your), and *Gij* (you), are generally capitalized in personal correspondence.

The name particles *de*, *ten*, *van*, if not preceded by the Christian name, are capitalized; otherwise, lowercased.

## Punctuation and hyphenation

Punctuation and hyphenation are similar to the usages in German (q.v.). The apostrophe, however, is used not only to indicate abbreviations or contractions but also to form the plural and possessive of foreign loanwords: 'n *paard* (for *een paard*), a horse; 's *avonds* (for *des avonds*), in the evening: 't *huis* (for *te huis*), at home: 'k *heb* (for *ik heb*), I have; *sofa's*, sofas; *Maria's*, Mary's. Quotation marks are set: „thus.”

## Abbreviations

A.P.	Anno Passato, in the past year; Amsterdams Peil, Amsterdam ordinance datum	jl.	jongstleden, last, ult.
b.v.	bij voorbeeld, for example, e.g.	Jr.	Junior, junior
dgl.	dergelijke, such	jr.	jaar, year
d.i.	dat is, that is, i.e.	ll.	laatstleden, last, ult.
dl.	deel, part, volume	Mej.	Mejuffrouw, Miss
e.g.	eerstgenoemde, the former, the before-mentioned	Mevr.	Mevrouw, Mrs.
enz.	en zo voort, and so forth, etc.	Mij.,	Maatschappij, society, company
e.v.	eerstvolgende, the following, next	Ndl.	Nederland, the Netherlands
geb.	geboren, born, né(e); also gebonden, bound	nl.	namelijk, namely, viz
Gebr.	Gebroeders, Brothers, Bros.	n.m.	namiddag, post meridiem, p. m.
Geref.	Gereformeerde, Reformed, Calvinist	N.V.	Naamloze Vennootschap, limited-liability company
Hfst.	Hoofdstuk, chapter	o.a.	onder andere, among others
H.M.	Hare Majesteit, Her Majesty	ong.	ongeveer, about, ca.
i.p.v.	in plaats van, instead of	Opm.	Opmerking, remark
		p.a.	per adres, c/o
		p.st.	pound sterling, pound sterling, £
		Sen./Sr.	Senior, senior
		vgl.	vergelijk, compare, cf.
		v.m.	voormiddag, ante meridiem, a.m.

**Cardinal numbers**

een	one	achtien	eighteen
twee	two	negentien	nineteen
drie	three	twintig	twenty
vier	four	eenentwintig, etc.	twenty-one, etc.
vijf	five	dertig	thirty
zes	six	veertig	forty
zeven	seven	vijftig	fifty
acht	eight	zestig	sixty
negen	nine	zeventig	seventy
tien	ten	tachtig	eighty
elf	eleven	negentig	ninety
twalf	twelve	honderd	hundred
dertien	thirteen	honderd (en) één	one hundred and one
veertien	fourteen		
vijftien	fifteen	tweehonderd	two hundred
zestien	sixteen	duizend	thousand
zeventien	seventeen		

**Ordinal numbers**

eerste	first	zestiende	sixteenth
tweede	second	zeventiende	seventeenth
derde	third	achttiende	eighteenth
vierde	fourth	negentiende	nineteenth
vijfde	fifth	twintigste	twentieth
zesde	sixth	één en twintigste	twenty-first
zevende	seventh	dertigste	thirtieth
achtste	eighth	veertigste	fortieth
negende	ninth	vijftigste	fiftieth
tiende	tenth	zestigste	sixtieth
elfde	eleventh	zeventigste	seventieth
twalfde	twelfth	tachtigste	eightieth
dertiende	thirteenth	negentigste	ninetieth
veertiende	fourteenth	honderdste	hundredth
vijftiende	fifteenth	duizendste	thousandth

**Months**

januari (jan.)	January	juli	July
februari (feb.)	February	augustus (aug.)	August
maart (mrt.)	March	september (sept.)	September
april (apr.)	April	october (oct.)	October
mei	May	november (nov.)	November
juni	June	december (dec.)	December

**Days**

zondag	Sunday	donderdag	Thursday
maandag	Monday	vrijdag	Friday
dinsdag	Tuesday	zaterdag	Saturday
woensdag	Wednesday		

**Seasons**

lente, voorjaar	spring	herfst, najaar	autumn
zomer	summer	winter	winter

**Time**

uur	hour	maand	month
dag	day	jaar	year
week	week		

REFERENCES.—E. Vrieze, *De Nieuwe Spelling* 1946 . . . (1946); T. G. G. Valette, *Dutch Conversation Grammar* (1928); F. G. Renier, *Learn Dutch! A Dutch Grammar* (1942); J. van Ham en S. Hofker, *Beknopte Nederlandse Spraakkunst* (1939); Kramer's *Engels-Nederlands en Nederlands-Engels Woordenboek* (1950); L. Bloomfield, *Spoken Dutch* (1944).

## FINNISH

Läänien vaakunat. Valtioneuvosto vahvisti tammikuun 18 päivänä 1962 Suomen lääneille omat vaakunat. Vaakunoiden pohjana ovat useimmissa tapauksissa vanhat maakuntavaakunat tai niiden yhdistelmät. Niinpä Uudenmaan läänillä, Ahvenanmaalla, Kuopion läänillä ja Pohjois-Karjalan läänillä on vaakunansa pohjana vanha maakuntavaakuna. Kilpien päällä näissä on kreivikunnan kruunu, paitsi Pohjois-Karjalalla herttuakunnan kruunu. Muut vaakunat ovat yhdistelmävaakunoita.—Mitä, Missä, Milloin (1963), p. 311.

### Alphabet and pronunciation

A	a	a in father, sofa	R	r	r, trilled
B	b	b	S	s	s in so
C	c	c in calm or in cease	T	t	t
D	d	d	U	u	u; as oo in boot, but short
E	e	e in met	V	v	v
F	f	f	W	w	same as v (in archaic forms of proper names only)
G	g	g in game	X	x	x
H	h	h	Y	y	like German ü or like French u
I	i	i in pit	Z	z	s or ts
J	j	y in yet	Ä	ä	a in hat
K	k	k	Ö	ö	like German ö or like French eu
L	l	l			
M	m	m			
N	n	n			
O	o	o in note, but short			
P	p	p			
Q	q	q			

With only minor exceptions, words are spelled as they are pronounced and pronounced as they are spelled. Each letter is pronounced as only one sound and each sound is spelled with only one letter. The only exception to this rule is the *n* sound (the velar nasal like *ng* in *song*) which is represented by *n* (before *k*, *kenkä*) or by *ng* (in *kangas* which is spelled *kanngas*). It has to be remembered also that *n* followed by *p* is often pronounced *m*; and, that *s* has a transient pronunciation between English *s* and *sh*.

Finnish *h* is pronounced also at the end of a syllable which is followed by a consonant (*kahvi*, *lehmä*) the same way as at the beginning of a word or syllable.

Since no *f* exists in common Finnish, *coffee* was pronounced *kahvi* and adapted as such. Initial *b* is pronounced *p*: *pommi* (from French *bombe*), initial *d* as *t*: *tohtori* (from Latin *doctor*), and *g* as *k*: *kuvernööri* (from French *gouverneur*).

Finnish pronunciation prefers one consonant at the beginning of the word, as reflected by Finnish adaptations of foreign words: *Tukholma* (*Stockholm*), *ranta* (*strand*).

### Special characters

Finnish uses the Latin alphabet with the addition of the following special characters: Ä ä and Ö ö.

The letters *b*, *c*, *f*, *g*, *x*, and *z* do not occur in native Finnish words. However, the standard dictionaries, containing words of foreign origin, list them in the alphabetic order shown above.



## Vowels and consonants

The vowel letters are *a, e, i, o, u, y, ä, and ö*, the remaining letters being all consonants. With the exception of *d, v, h, and j* which appear only in short versions, all Finnish sounds and their graphic counterparts may be short or long. Short sounds are represented by a single letter. Long vowels are represented by double letters: *aa, ee, ii, oo, uu, yy, ää, and öö*; long variants of the consonants are indicated in the same way: *gg, kk, ll, mm, nn, pp, tt*, etc.

Long variants of vowels occur in initial, middle, or final position in the context of words: *aamu, saada, kotimaa*. Long versions of consonants occur only in middle position in the context of words.

The letter *d* (of the Swedish alphabet), while not a genuine element of the Finnish, is frequently used in Finnish print, mostly in Swedish versions of Finnish proper names. Also known and used are the consonants *sh* (English *sh*) and *ž* and *ž* (representing the *sh* and *zh* consonants which occur in Russian), mostly in proper names.

## Diphthongs

The diphthongs and their sounds are:

*ai* as *ai* in aisle  
*au* as *ow* in how  
*ei* as *ei* in eight  
*eu* like Finnish *e* plus *u*  
*ey* like Finnish *e* plus *y*  
*ie* like Finnish *i* plus *e*  
*iu* like Finnish *i* plus *u*  
*oi* as *oi* in oil  
*ou* as *ow* in low

*ui* like Finnish *u* plus *i*  
*uo* like Finnish *u* plus *o*  
*yi* like Finnish *y* plus *i*  
*yö* like Finnish *y* plus *ö*  
*äi* like Finnish *ä* plus *i*  
*äy* like Finnish *ä* plus *y*  
*öi* like Finnish *ö* plus *i*  
*öy* like Finnish *ö* plus *y*

The diphthongs *ie, uo, yö, eu, iu, yi, ai, äy, öi, and öy* are sounded as indicated above; i.e., like their constituent separate letters but in quick succession, *ie, uo, yö* having the main stress on the second vowel, the others on the first. The above combinations, except those ending in *i*, are diphthongs only at the beginning of a word or of a compound constituent; elsewhere they are separate vowels and may be divided: *tapa-us, kope-us, kieli-en*.

## Rules for syllabification

1. Division is made between vowels not constituting a diphthong or between a diphthong and a vowel; however, a single vowel, especially at the beginning of the word, is not separated from the rest: *lapsi-en, oi-ke-us; asi-asta, eri-ävä*.

2. Long vowels which are represented by double letters may not be divided: *maat, ku-nin-kaan, kä-teen, e-siin, syyn, teh-dään*.

3. Two vowels (members of a diphthong) at the beginning of a word or immediately following the initial consonant may not be separated: *Suo-mi, ai-na, kau-ka-na, tie-dän*.

But when two vowels come together as the result of *k* alternating with zero in consonant gradation, there is a syllable division between the vowels: *nä-en* (from *nä-ke-*), *ta-ot-tu* (from *ta-ko-*).

4. When two vowels (diphthongs) occur beyond the first syllable in the word, they may not be divided if the second vowel is *i, u, or y*: *an-tai-sin, va-rau-tui*. Otherwise, there is a syllable division between the vowels: *a-si-a, ka-tu-a, ly-hy-ät, sil-mi-ä-ni*.

5. Division is made on a vowel (short or long), or on a diphthong before a single consonant: *ka-la, kä-ve-let, ky-sy-mys; maa-la, pii-ri, kuu-si; neu-la, tie-ni, yö-tä, kau-pun-ki, tu-le-vai-suus*.

6. Long consonants which are represented by double letters are divided: *kans-sa* (with), *tyt-tö, kuk-ka, kap-pa-le, keit-ti-ö, käyt-täy-tyy, lop-pu-ma-ton, lai-val-la, pork-ka-na*.

7. Division is made between two different consonants: *kan-sa* (nation), *piis-pa, kau-nis-ta, Tuk-hol-mas-ta*.

8. When more than two consonants appear together, division is made before the last one: *Rans-kas-ta, myrs-kyi-den*.

9. Compound words are divided according to their components: *maa-ilma, esi-isä, muinai-susko, talous-elämä, levy-laulaja, kulttuuri-rahasto*. Further divisions of each component part follow the rules as described above.

10. Finnish prefers to add a vowel (*a, o, u*, but mostly *i*) to consonant endings of foreign words including proper names: *aateli* (from German *Adel*), *markka*

(from Swedish *mark*), *karamelli* (from Spanish *caramel*), *humpuuki* (from English *humbug*), *punssi* (from English *punch*), *hattu* (from Swedish *hat*), *kirkko* (from Nordic *kirk*). In syllabification, such foreign words follow the rules applied to the original Finnish stock: *aa-te-li*, *mark-ka*, *ka-ra-mel-li*, *hum-puu-ki*, *puns-si*, *hat-tu*, *kirk-ko*.

In forms of declination the foreign words experience the same transformations as the original stock: *markat* (nominative plural for *markka*), syllabified as *mar-kat*; *hatun* (genitive singular for *hattu*), syllabified as *ha-tun*; *kirkon* (genitive singular for *kirkko*), syllabified as *kir-kon*.

11. Not adapted foreign words and names retain most of the original forms in pronunciation and orthography; however, a final *i* is added to words ending with consonants: *demokraatti* (democrat), *intrigi* (intrigue), *alkoholi* (alcohol), *kongressi* (congress), *monogrammi* (monogram). Syllabification of such words follows the general Finnish rules: *de-mok-raat-ti*, *int-ri-gi*, *al-ko-ho-li*; or, in cases of more evident etymological background, they are divided according to their original components: *kon-gressi*, *mono-grammi*.

Declination forms with closed syllables (ending with consonant) of foreign words which are adopted with long *pp*, *kk*, and *ss* in their singular nominative forms (mostly ending with *i*, i.e., with an open syllable), reduce the long consonants: *Euroopan* (from *Eurooppa*), *romantiikan* (from *romantiikka*), *monarkit* (from *monarkki*, monarch), *tansit* (from *tanssi*, adapted form of German *Tanz*). In syllabification: *Eu-roopan* (but *Eu-roop-pa*), *ro-man-tii-kan* (but *ro-man-tiik-ka*), *mo-nar-kit* (but *mo-nark-ki*), *tan-sit* (but *tans-si*).

12. Unadapted foreign words and their derivatives retain most of the original orthographic form of the basic words (for reasons of frequent reprinting or for difficulties caused when respelled in accordance to characteristics of Finnish pronunciation): *Shakespeare* and *Shakespearein elämä* (life of Shakespeare), *Budapest* and *Budapestissa* (in Budapest), *Washington* and *Washingtonista* (from Washington), *apopleksia*, *diagnostinen*. In syllabification: *Shake-speare* (but *Shake-spea-rin*), *Bu-da-pest* (but *Bu-da-pes-tis-sa*), *Wa-shing-ton* (but *Wa-shing-to-nis-ta*), *a-po-plek-si-a*, *dia-gnos-ti-nen*.

### Illustrative word divisions

[The numbers in parentheses refer to the syllabification rules]

ah-dis-tan	(7, 7)	oi-ke-us-a-sia	(1, 1, 9, 5)
ai-no-as-taan	(5, 1, 7, 2)	omis-ta-ja	(1, 7, 5)
aja-tus-ai-ka	(1, 5, 9, 1)	ope-tus-ai-ne	(1, 5, 9, 5)
al-keis-o-pe-tus	(7, 4, 9, 5, 5)	osit-tai-nen	(1, 6, 5)
al-ku-o-sa	(7, 9, 5)	pam-flet-ti	(11, 6)
ame-ri-ka-lai-nen	(1, 5, 5, 5)	piis-pan-is-tuin	(2, 7, 9, 7)
bil-joo-na	(5, 2)	poik-ke-us	(3, 6, 1)
brit-ti-läi-nen	(6, 5, 5)	pääl-lik-kyys	(2, 6, 6, 2)
de-mo-kraat-ti	(5, 11, 6)	ran-gais-ta-va	(7, 4, 7)
Eng-lan-ti	(8, 7)	rau-ta-tie	(3, 9)
epä-o-leel-li-nen	(9, 5, 6, 5)	ri-kok-sel-li-nen	(5, 7, 6)
etu-oi-ke-us	(9, 5, 1)	sai-ras-a-pu	(3, 9, 5)
huo-li-mat-ta	(3, 5, 6)	sa-man-ai-kai-nen	(5, 9, 5, 5)
hy-dro-sta-tiik-ka	(11, 11, 2, 6)	sat-tu-moi-sin	(6, 5, 5)
il-man-a-la	(7, 9, 5)	sa-tun-nai-nen	(5, 6, 5)
kan-sa-lais-oi-ke-us	(7, 5, 4, 5, 1)	sei-sah-dus	(3, 7)
kan-sal-li-nen	(7, 6, 5)	se-lit-te-ly	(5, 6, 5)
kau-em-mak-si	(1, 6, 7)	sel-väs-ti	(7, 7)
ko-mi-sa-ri-us	(5, 5, 5, 1)	sem-min-kin	(6, 6)
lii-al-li-nen	(2, 6, 5)	seu-rus-te-lu	(3, 7, 5)
lu-et-te-lo	(1, 6, 5)	sih-tee-ri	(7, 2)
muu-ka-lai-nen	(2, 5, 5)	si-jais-kans-le-ri	(5, 4, 9, 8, 5)
muut-tu-ma-ton	(2, 6, 5)	Suo-ma-lai-nen	(3, 5, 5)
myön-tei-nen	(3, 4)	suo-si-ol-li-ses-ti	(3, 1, 6, 5, 7)
nais-a-sia	(3, 9, 1)	ta-val-li-nen	(5, 6, 5)
neu-vok-ki	(3, 6)	teh-taa-lai-nen	(7, 2, 5, 4)
neu-vot-te-lu	(3, 6, 5)	xe-ro-ftal-mia	(5, 11, 7)
ni-mi-kir-joi-tus	(5, 9, 7, 5)	Yh-dys-Val-lat	(7, 9)
nä-en-näi-ses-ti	(3, 6, 4, 7)		

### Diacritics and stress

With the exception of *ä* and *ö*, Finnish uses no diacritics. Stress is always on the first syllable.



## Capitalization

1. Long versions of vowels are capitalized by capitalization of the first letter: *Aa, Ee, Ii, Oo, Uu, Yy, Ää, Öö*. The same rule applies to diphthongs which are capitalized by the capitalization of their first graphic element: *Äi, Au, Ei, Eu, Ie, Iu, Oi, Ou, Ui, Uo, Yi, Yö, Äi, Äy, Öi, Öy*.

2. Capitalized is the Finnish name God: *Jumala* (or equivalent terms), but not its derivatives: *jumalallinen* (divine).

3. The personal pronoun (nominative second person singular) *sinä* (thou) is capitalized (*Sinä*) when referring to relatives, children, close friends (in correspondence), to God, or is used in poetry. The personal pronoun (nominative second person plural) *te* is capitalized (*Te*) when used in addressing a third person or a group of persons with a mark of respect.

4. Capitalized are both parts of a hyphenated name (proper noun) if the second part is also a proper noun: *Länsi-Saksa* (Western Germany), *Etelä-Amerikka* (South America), *Pohjois-Karjala* (Northern Carelia), *Vähä-Aasia* (Asia Minor). If the name does not refer to a recognized independent region, letters in lower-case are used: *pohjois-Suomi* (northern Finland), *itä-Ranska* (eastern France).

5. Capitalized are proper names which form part of the name of a state or church holiday: *Juhannuspäivä* or *Juhannuksen päivä* (St. John's Day or Midsummer Day), *Mikon päivä* (St. Michael's Day), *Tapanin päivä* (St. Stephen's Day), or first letters of similar days, including those of memorial days, if they are compound words: *Itsenäisyyspäivä* (Independence Day), *Pääsiäispäivä* (Easter Day, i.e., Easter Sunday), *Snellmanin päivä* (Snellman Day), etc.

6. Capitalized are names of countries: *Ranska* (France), *Englanti* (England), *Yhdysvallat* (United States), *Suomi* (Finland), but derivatives of the same names meaning nations (nationalities) or languages of the same countries appear in lower-case: *ranskalainen* (Frenchman), *englantilainen* (Englishman), *amerikkalaiset* (Americans), *suomen kieli* (Finnish language).

7. Capitalized are words indicating attributes of historical figures: *Kaarle Suuri* (Charles the Great), *Pyhä Henrik* (Henric the Saint).

8. Capitalized are all words appearing as separate parts of a proper name: *Kasvatustieteellinen Korkeakoulu* (Pedagogical, i.e., Teachers' College), *Yhteiskunnallinen Korkeakoulu* (College of Social Sciences); but *Kansallisteatteri* (National Theater), *Kymijoki* (Kymi River), *Maamme-laulu* "Our Land" (the Finnish national anthem), *Neuvostoliitto* (Soviet Union), *Olympiakylä* (Olympic Village), *Senaatintalo* (Senate Building).

9. Capitalized are parts of main titles of newspapers, journals, and unique literary works (including those of linguistic monuments) and series: *Uusi Suomi* (New Finland, newspaper), *Helsingin Sanomat* (Helsinki News, newspaper), *Helsingin Kaupungin Historiallisen Museon Julkaisuja* (Publications of the Historical Museum of the City of Helsinki, series), *Historiallinen Arkisto* (Historical Archives, journal), *Uusi Testamentti* (The New Testament), *Vanha Kalevala* (Old Kalevala); but *Aleksis Kiven Seitsemän veljestä* (the Seven Brothers by Aleksis Kivi), *Taidetta ja käsityötä Kansallismuseossa* (Arts and Handicrafts in the National Museum, series).

## Punctuation and hyphenation

Finnish punctuation differs from the English in the following:

1. The period indicates that a figure stands for the ordinal number: *2. partiisiippi* (the second participle), but it is not applied in connection with Roman numerals: *II partisiiippi*. Neither does it appear when a figure is followed by *p.* (for *päivänä*, on . . . th day): *6 p. joulukuuta*, on the 6th of December. The period is used to separate parts of determinative dates: *Urheilukatsaus 1.10.1961-30.9.1962* (Sports Survey, Oct. 1, 1961-Sept. 30, 1962).

2. A comma separates subordinated sentences in the front of conjunctions like *että* (that), *jotta* (in order that), *koska* (because), *kun* (when), *jos* (if), *vaikka* (though), and *kuin* (as). But it is not used before the conjunctions *eli* (or), *ja* (and), *sekä* (as well as, and), *tai* (or), *vai* (or), and the enclitic *-ka, -kä*.

3. The colon replaces letters (or parts of words) in abbreviations: *p:nä* (for *päivänä*, on . . . th day), *k:lo* (for *kello*, o'clock). Endings of grammatical cases are joined to figures by a colon: *Kirjasto on avoinna k:lo 10:stä 15:een ja k:lo 17:sta 21:een* (The library is open from 10 a.m. to 3 p.m. and from 5 to 9 p.m.). The abridged parts of the text have to be read as: *kymmenestä, viiteentoista, seitsemästätoista* and *kaksikymmentäyhteen*.

4. The apostrophe is used to mark the omission of a letter: *yht'äkkiä* (for *yhtä äkkiä*, suddenly). It is also used in foreign words and names ending in a vowel sound in order to clearly separate the end of the name from the Finnish



case-ending: *Loti'n* (of Loti), *Raleigh'n* (of Raleigh), *Friedrichsruh'ssa* (in Friedrichsruh).

5. The hyphen is used between two identical vowels in compound words: *raha-apu* (financial aid). Also where, in two or more compound words, one element is to be understood as common: *suomen-, saksan- ja englanninkielinen* (in Finnish, German, and English languages); *syntymäpaikka ja -aika* (place and date of birth). Hyphen is used also where one part is a figure or abbreviation: *30-vuotias* (30 years old); *palovak-yhtiö* (for *palovakuutusyhtiö*, fire insurance company).

### Abbreviations

ap. or a.p.	aamupäivällä, before noon	ns. or n.s.	niin sanottu, so called
Arv.	Arvoisa, esteemed	Nti	Neiti, Miss
ed.	edellinen, former, foregoing	nyk.	nykyinen, current
ent.	entinen, past, old	oik.	oikeastaan, really, properly, correctly, actually
e.pp.	edellä puolenpäivän, before noon	p.	penni, penniä, penny, pence; päivä, day, date
esim.	esimerkiksi, for example, e.g.	p.a.	paino arkki, printed sheet
H:ra or Hra	Herra, Mr., Sir	R:va or Rva	Rouva, madam
ip. or i.p.	iltapäivällä, afternoon, p.m.	s. or siv.	sivu, sivulla, page, pages
jne. or j. n. e.	ja niin edespäin, and so on	seur.	seuraava, following, next
j.pp.	jälkeen puolenpäivän, afternoon, p.m.	so. or s.o.	se on, that is, i.e.
k-lo	kello, hour, o'clock	s.v.	samana vuonna, same year
ko. or k.o.	kyseessä oleva, (being) under discussion, in question	t.	tai, or
ks.	katso, see, compare, cf.	t.k.	tämän kuun, this month
l.	eli, or	t.m.s.	tai muuta semmoista, and so on
m.	minuutti, minute(s)	Tri	Tohtori, Doctor
Maist.	Maisteri, M.A. (academic title)	ts. or t.s.	toisin sanoen, in other words
mk(k).	markka(a), mark(s) (Finnish currency)	Tuom.	Tuomari, Judge
mm.	muun muuassa, among others	t.v.	tänä vuonna, this year
Muist.	Muistutus, note	v.	vuosi, year
n.	noin, about, circa	vert. or vrt.	vertaa, compare, cf.
nim.	nimittäin, namely, viz	v.k.	viime kuuta, viime kuun, last month, of the last month
N:o or Nº	numero, number	v.k.	virkaa tekevä, acting (i.e., chief)
		y.m.	ynnä muuta, etc.

### Cardinal numbers

yksi	one	kolmetoista, etc.	thirteen, etc.
kaksi	two	kaksikymmentä	twenty
kolme	three	kaksikymmentäyksi	twenty-one
neljä	four	kaksikymmentäkaksi, etc.	twenty-two, etc.
viisi	five	kolmekymmentä, etc.	thirty, etc.
kuusi	six	sata	hundred
seitsemän	seven	satayksi, etc.	one hundred and one, etc.
kahdeksan	eight	kaksisataa	two hundred
yhdeksän	nine	tuhat	thousand
kymmenen	ten		
yksitoista	eleven		
kaksitoista	twelve		

### Ordinal numbers

ensimmäinen	first	kahdeksas	eighth
toinen	second	yhdeksäs	tninth
kolmas	third	kymmenes	tenth
neljäs	fourth	yhdestoista	eleventh
viides	fifth	kahdestoista	twelfth
kuudes	sixth	kolmastoista, etc.	thirteenth, etc.
seitsemäs	seventh		

**Ordinal numbers—Continued**

kahdeskymmenes	twentieth	sadasensimmäinen, one hundred and
kahdeskymmenesensimmäinen	twenty-first	etc.
kahdeskymmenestoinen, etc.	twenty-second, etc.	kahdessadas two hundred and
kolmaskymmenes, etc.	thirtieth, etc.	dredth
sadas	hundredth	tuhannes thousandth

**Months**

tammikuu	January	heinäkuu	July
helmikuu	February	elokuu	August
maaliskuu	March	syyskuu	September
huhtikuu	April	lokakuu	October
toukokuu	May	marraskuu	November
kesäkuu	June	joulukuu	December

**Days**

sunnuntai	Sunday	torstai	Thursday
maanantai	Monday	perjantai	Friday
tiistai	Tuesday	lauantai	Saturday
keskiviikko	Wednesday		

**Seasons**

kevät	spring	syksy	autumn
kesä	summer	talvi	winter

**Time**

tunti	hour	kuukausi	month
päivä	day	vuosi	year
viikko	week		

REFERENCES.—Maija Helliikki Aaltio, *Finnish for Foreigners* (1964); Vieno Severi Alanne, *Finnish-English General Dictionary* (1968); John Atkinson, *Finnish Grammar* (1969); *Finnish for Travellers* (Editions Berlitz, 1970); Lauri Hakulinen, *The Structure and Development of the Finnish Language* (1963); Meri K. Lehtinen, *Basic Course in Finnish* (1964); Aili Rytönen and Augustus A. Koski, *Finnish: Graded Reader* (1968); Aino Vuolle, *Finnish-English Dictionary* (1964).

## FRENCH

Maël, issu d'une famille royale de Cambrie, fut envoyé dès sa neuvième année dans l'abbaye d'Yvern, pour y étudier les lettres sacrées et profanes. A l'âge de quatorze ans, il renonça à son héritage et fit vœu de servir le Seigneur.—Anatole France, *L'Île des Pingouins*, chapter 1, opening lines.

### Alphabet and pronunciation

A	a	} between <i>a</i> in pat and <i>o</i> in pot
À	à	
Â	â	<i>a</i> in hah
B	b	<i>b</i>
C	c	<i>c</i> in city before <i>e, i, y</i> (=s); <i>c</i> in car, elsewhere (=k)
Ç	ç	<i>c</i> in city (=s)
D	d	<i>d</i>
E	e	<i>e</i> in met when followed by two consonants, or by a single final consonant, digraph, or consonantal unit; silent when final and in <i>-ent</i> , third person plural verb ending; <i>e</i> in moment, before a single consonant, digraph, or consonantal unit, followed by a vowel
Ê	ê	<i>e</i> in met
É	é	<i>e</i> in met or there
È	è	dieresis indicates that preceding vowel has its usual value and does not form a diphthong with <i>e</i>
Ê	é	<i>a</i> in late
F	f	<i>f</i>
G	g	<i>s</i> in pleasure (=zh) before <i>e, i, y</i> ; <i>g</i> in game elsewhere
H	h	silent
I	i	<i>ee</i> in meet
Î	î	<i>ee</i> in meet
Ï	ï	<i>y</i> in yet, between vowels; <i>ee</i> in meet elsewhere
J	j	<i>s</i> in pleasure (=zh)
K	k	<i>k</i>
L	l	<i>l</i> ; silent in a few cases— <i>gentil, outil, fils</i> ; frequently letters <i>il</i> in final position, and after vowel, and <i>ill</i> before vowel pronounced like <i>y</i> in yet— <i>travail, fille</i>
M	m	<i>m</i>
N	n	<i>n</i> ; <i>-ent</i> , third person plural verb ending, is silent
O	o	<i>o</i> in no when final; <i>o</i> in for elsewhere
Ô	ô	<i>o</i> in no
P	p	<i>p</i>
Q	q	<i>q</i> in quick (=k)
R	r	sound made by scraping of air between back of tongue and roof of mouth; silent when final in ending <i>-er</i>
S	s	<i>z</i> between vowels; usually silent when final; <i>s</i> elsewhere
T	t	<i>t</i> with few exceptions; usually silent when final.

[Concluded on following page]



U	u	} like German <i>ü</i> ( <i>ee</i> with lips rounded as for <i>oo</i> ) in <i>Esaü</i> ; usually silent after <i>g</i> and <i>q</i> before <i>e</i> , <i>i</i> , <i>y</i>
Ü	û	
Ü	ü	
V	v	<i>v</i>
W	w	<i>w</i> or <i>v</i>
X	x	<i>gz</i> at beginning of word ( <i>Xavier</i> , <i>xylophone</i> ) and sometimes between vowels ( <i>exister</i> ); otherwise <i>ks</i>
Y	y	<i>ee</i>
Z	z	<i>z</i> ; usually silent when final

### Special characters

French uses the Latin alphabet with the addition of the following special characters: *à, á, ç, é, è, ê, ë, î, ó, ù, ú, û*.

### Vowels and consonants

The vowel letters are *a, e, i, o, u, y*; the other letters are consonants. Vowel sounds are represented by one of the vowel letters or by a combination of two or three of them. Consonant sounds are represented by one or two consonant letters.

### Combinations of two vowel letters (diphthongs)

<i>ai, ay, ei, ey</i> as <i>e</i> in <i>met</i> or <i>there</i>	<i>ou, oû, aou</i> as <i>oo</i> in <i>moon</i>
<i>au, eau</i> as <i>o</i> in <i>no</i>	<i>oui</i> like English <i>we</i>
<i>eu, æ, æu</i> as <i>u</i> in <i>fur</i> ¹	<i>ui</i> somewhat like English <i>we</i>
<i>oi, oy</i> as <i>wa</i> in <i>watt</i>	

### Combinations of two consonant letters (digraphs)

<i>ch</i> as <i>sh</i> in <i>shoe</i> ; occasionally as <i>k</i>	<i>ph</i> as in English
<i>gn</i> as <i>ny</i> in <i>canyon</i>	<i>qu</i> as <i>k</i> ; occasionally as <i>kw</i>
<i>gu</i> as <i>g</i> in <i>give</i> before <i>e, i, y</i> ; occasionally as <i>gw</i>	<i>rh</i> as <i>r</i>
<i>ll</i> as <i>y</i> in <i>yet</i> (in <i>-ille</i> )	<i>th</i> as <i>t</i>

### Sequences of vowel(s) and n or m (nasals)

In French, there are four nasal sounds. These are produced by allowing air to pass through the nose and the mouth at the same time, but without any actual sound of *m, n*, or *ng* after them. These sounds are represented by the syllables:

1. *am, an, em, en*, the vowel sound of each being like *a* in *far*;
2. *aim, ain, eim, ein, im, in, oin, ym, yn*, the vowel sound of each being *a* in *sang*;
3. *om, on*, with the vowel like *o* in *song*;
4. *eun, um, un*, with the vowel like *u* in *sung*.

Nasals occur at the end of a word or in the middle of a word before another consonant except *m* or *n*: *faim, bien, loin, manger, membre*; otherwise, the above combinations are not nasalized: *ananas* (pronounced *ándáná*), *nommer* (pronounced *nomé*). There are a few exceptions.

### Consonantal units

In French, certain consonants followed by *l* or *r* or preceded by *s* are pronounced in the same syllable with the following vowel. These consonant groups are:

<i>bl, br</i>	<i>fl, fr</i>	<i>sc, sp, sph, squ, st</i>
<i>chl, chr, cl, cr</i>	<i>gl, gr</i>	<i>thr, tr</i>
<i>dr</i>	<i>phl, phr, pl, pr</i>	<i>vl, vr</i>

### Rules for syllabification

In French, words are divided into syllables according to the following rules:

- (1) *A consonant between two vowels commences a new syllable:*

ca-pi-tal, ca-pi-ta-li-sa-ble, ca-pi-ta-li-ser, ca-pi-ta-lis-me, ca-pi-ta-lis-te, mo-no-mé-tal-lis-te, li-bé-ra-toi-re, dé-sap-pro-vi-si-on-ne-ment, a-rith-mé-ti-que-ment,

¹ Note that *æ* is printed as a single piece of type when it has this pronunciation, and also in some words of Latin origin, where it is pronounced as French *é*. When *o* and *e* are printed separately, they represent separate sounds in different syllables.

an-tis-ta-tu-tai-re-ment, pri-vi-lè-ge, su-bor-don-né, su-res-ta-ries, é-ti-que-ta-ge, e-xa-mi-na-teur, e-xer-ci-ce, e-xis-ten-ce, e-xo-né-rer, i-ne-xac-te-ment, in-de-xa-ti-on, i-nu-tile, u-ne, u-na-ni-me-ment, vi-gueur, vi-gou-reux, vi-gou-reu-se, paie-ment, pa-ral-lé-lé-pi-pé-di-que.

(2) *Two adjoining consonants (except rule 4 digraphs) between two vowels separate into two syllables:*

ac-com-mo-der, ac-quit-te-ment, at-ter-ris-sa-ge, bail-le-res-se, chan-geant, chan-gean-te, con-cur-ren-ti-el-le, cor-res-pon-dan-ce, des-cen-dre, ex-cep-ti-on-nel-le-ment, ex-pé-di-ti-on-nai-re, in-na-vi-ga-ble, in-te-ro-cé-a-ni-que, in-ter-val-le, ir-res-pon-sa-bi-li-té, os-cil-ler, ras-seoir, re-con-nais-san-ce, res-ti-tu-er, sub-di-vi-ser, sur-taux, veil-le.

(3) *A vowel can only begin a syllable, other than an initial syllable, when preceded by another vowel:*

a-é-ro-pla-ne, a-gré-er, an-ci-en, ar-ri-è-re, bé-né-fi-ci-ai-re, ca-mi-on, ca-out-chouc, co-as-so-ci-é, co-ef-fi-ci-ent, co-in-ci-der, dé-pou-il-le-ment, ex-tra-or-di-nai-re, feu-il-le, in-né-go-ci-a-ble, li-er, mi-eux, na-ti-on, ou-cst, ré-é-va-lu-er, ré-u-ni-on, ro-yau-me, vic-tu-ail-les, vi-e-il-lir, vi-eux, voi-li-er, vo-ya-ge.

(4) *The following digraph consonants are inseparable:*

bl: câ-blo-gram-me, chan-gea-ble, o-bli-té-rer, pu-bli-que. *Exception:* sub-lu-nai-re.

br: dé-brou-il-ler, li-bre, su-bré-car-gue. *Exception:* sub-ro-ger and derivatives.

ch: dis-pa-cheur, é-chan-til-lon, é-chauf-fer, gui-chet, re-cher-che.

cl: ac-cla-mer, ac-cli-ma-ter, é-clai-ra-ge, é-clu-se, ex-clu-sif.

cr: des-crip-ti-ve, é-cri-tu-re, ma-nus-crit, pres-cri-re, sous-cri-re.

dh: ré-dhi-bi-toi-re.

dr: a-dres-ser, cor-res-pon-dre, en-tre-pren-dre, or-dre.

fi: af-flux, ef-fleu-er, in-fla-ti-on, in-flu-ent.

fr: af-fran-chir, en-cof-frer, in-dé-chif-fra-ble, ré-af-frè-te-ment, re-frap-pa-ge.

gl: ag-glo-mé-rer, a-veu-gle, é-tran-gle-ment, né-gli-gen-ce, rè-gle-ment.

gn: com-pa-gnie, é-par-gnant, ren-sei-gne-ment, si-gnal, vi-gnet-te.

gr: ag-gra-va-ti-on, dé-gros-sir, dé-ni-grer, in-té-gral, re-gret.

ph: chi-ro-gra-phaire, dac-ty-lo-gra-phi-er, té-lé-pho-ne, u-ni-gra-phi-que.

pl: ac-com-plis-se-ment, ap-pli-ca-ti-on, com-plé-te-ment, ex-plo-it.

pr: an-ti-pro-tec-ti-on-nis-te, ap-pren-dre, ex-pri-mer, pro-pri-été.

rh: ar-rhe-ment, ar-rhes, bi-blo-rhapt, e-nar-rher, trans-rhé-na-ne.

th: au-then-ti-que, dés-hy-po-thé-quer, hy-po-thé-cai-re, mé-tho-de.

tr: ad-mi-nis-tra-tif, cen-tre, co-di-rec-tri-ce, con-tre-si-gner, con-tres-ta-ries, il-lus-trée.

vr: a-vril, li-vrai-son, li-vre, ma-nœu-vrer, ou-vri-er.

(5) *(a) ns, bs, and rs are separable if followed by a vowel:*

con-sa-crer, con-seil-la-ble, con-si-dé-rer, in-sé-rer, in-sol-va-ble, in-suf-fi-sant, tran-sac-ti-on, tran-sat-lan-ti-que, tran-si-ter; ab-sor-ber, ob-ser-ver; per-su-a-der.

(b) *ns, bs, and rs are inseparable if followed by a consonant:*

cons-pi-er, cons-ta-ter, cons-ti-tu-er, ins-pec-ter, ins-tal-ler, trans-cen-dant, trans-fè-re-ment, trans-port; no-nobs-tant, obs-ta-cles, subs-tan-ce; in-ter-si-ti-ce, pers-pec-ti-ve.

(c) *ns and bs are inseparable if followed by a consonant coupled with r:*

cons-trui-re, ins-cri-re, trans-cri-re, trans-gres-ser; abs-trac-ti-on, obs-truc-ti-on.

(d) *ns and bs are separable before ci:*

con-sci-en-ci-eux, in-sci-em-ment; ab-scis-se.

(6) *(a) mp and nc followed by t are inseparable:*

a-comp-te, comp-ta-ble, es-comp-ter, pré-emp-ti-on; fonc-ti-on, sanc-ti-on.

(b) *In all other combinations mp and nc are separable:*

em-plo-yer, em-prun-ter, im-por-tant; a-van-cer, fran-çais, fran-che, fran-co.

(7) *In writing or in print no syllable is separable which does not include a vowel;* thus, trigraph consonants are inseparable initially: scru-tin, but separable medially: ins-cru-ta-ble.

8. Foreign words and components of foreign words (not naturalized) follow the conventions of the language of origin: *alpen-stock*, *reichs-amt*, *cre-scendo*, *sky-scraper*, *Wash-ington*. Under this rule are also included scientific and technical words, which editors prefer to treat etymologically: *dia-gnostique*, *hémisphère*, *hémophtysies*.

Some of the small syllables, especially initial vowel unilaterals and final bilaterals beginning with a vowel, are not usually separated from the body of the word in writing or print, but they are of importance in the pronunciation; thus, *émission* is pronounced *é-mi-si-on*, but the written or printed word is ordinarily only divided *émis-* (end of line) *sion*, not *é-* (end of line) *mission*, nor *émissi-* (end of line) *on*, though *d'é-* (end of line) *mission*, *l'é-* (end of line) *mission*, are better than *d'* (end of line) *émission*, *l'* (end of line) *émission*.

Divisions of words at the ends of lines should, of course, be avoided as far as possible, and not be carried to extremes.

### Illustrative word divisions

[The numbers in parentheses refer to the syllabification rules]

ab-so-lu-ment	(2, 1, 1)	i-nex-pu-gna-ble	(1, 2, 4, 4)
abs-trac-ti-on	(4, 2, 3)	ins-pi-ra-tion	(5, 1, 1, 3)
ad-mi-nis-tra-ti-on	(2, 1, 4, 1, 3)	ins-tan-ta-née	(5, 2, 1)
a-mé-ri-cai-nes	(1, 1, 1, 1)	ins-truc-ti-on	(5, 2, 3)
an-ti-scor-bu-ti-que	(2, 2, 2, 1, 1)	in-tro-duc-ti-on	(4, 1, 2, 3)
at-mos-phé-ri-que	(2, 4, 1, 1)	Ja-ma-i-que	(1, 3, 1)
au-to-gno-sie	(1, 4, 1)	Kam-tchat-ka	(8, 2)
bi-blio-thè-que	(4, 4, 1)	ki-lo-mé-tri-que	(1, 1, 4, 1)
bi-en-heu-reux	(3, 2, 1)	ma-la-droi-te-ment	(1, 4, 1, 1)
ca-out-chou-ter	(3, 4, 1)	ma-nus-cr'its	(1, 4)
cir-cons-tan-ces	(2, 5, 2)	mi-cro-sco-pi-que	(4, 2, 1, 1)
com-pri-ma-ble	(4, 1, 1)	non-ac-ti-vi-té	(1, 2, 1, 1)
cons-cien-cieu-se-ment	(5, 2, 1, 1)	no-nobs-tant	(1, 5)
cons-ti-tu-ti-on-nel	(5, 1, 1, 3, 2)	ob-jec-ti-vi-té	(2, 2, 1, 1)
des-cen-dant	(2, 2)	obli-ga-ti-on	(1, 1, 3)
des-crip-ti-on	(4, 2)	obs-cu-ri-té	(5, 1, 1)
dia-gnos-ti-quer	(4, 2, 1)	per-cep-ti-ble	(2, 2, 4)
dis-ci-pli-ner	(2, 4, 1)	pé-rem-p-ti-on	(1, 6, 3)
en-tr'ac-cor-der	(4, 2, 2)	pré-oc-cu-pa-ti-on	(3, 2, 1, 1, 3)
e-xé-cu-ti-ves	(1, 1, 1, 1)	pro-blè-mes	(4, 1)
ex-haus-se-ment	(2, 2, 1)	pro-pre-ment	(4, 1)
e-xo-cel-lu-lai-res	(1, 1, 2, 1, 1)	pros-crip-ti-on	(7, 2, 3)
ex-tra-or-di-nai-res	(4, 3, 2, 1, 1)	pros-pé-ri-té	(2, 1, 1)
gym-no-sper-mes	(2, 2, 2)	sub-cons-ci-en-ce	(2, 7, 3, 2)
hé-té-ro-do-xie	(1, 1, 1, 1)	su-bor-don-ner	(1, 2, 2)
hy-dro-sco-pie	(2, 2, 1)	sub-ro-ger	(4)
ig-ni-ti-on	(2, 1, 3)	subs-tan-ti-el	(7, 2, 3)

### Stress and diacritics

In French, words do not have any syllabic stress, each syllable being uttered with almost equal force with a slight stress falling on the last.

The diacritics used in French are the acute, the circumflex, the grave, the dieresis (trema), and the cedilla.

The circumflex occurs on the vowels. It may indicate that an *s* followed the vowel in Old French, as in *île* from *isle*, island, and *pâté* from *paste*, paste; it may distinguish homonyms like *dû* (due) and *du* (of the); *â, ê, ô* may represent vowels longer than those spelled *a, e, o*, as in *âne, bête, môle*.

The acute accent occurs only on the *e*; *é* represents a close *e* sound, more like the *a* in late than the *e* in met. It will be found on an *e* followed by a single consonant or digraph or consonantal unit, followed by a vowel as in *érable, église, étrene*. It will not be on an *e* followed by two consonants (i. e., two consonants which do not form a digraph or consonantal unit), as in *esclaves, elbeuf*. The letter *é* is common at the end of words (*élé, passé*), and frequently initially, and medially as well, under the conditions already stated.

The grave accent occurs on *a, e, and u*. One of its functions is to distinguish homonyms: *a* (has) and *à* (to); *des* (of the) and *dès* (since); *ou* (or) and *où* (where). Far more frequent is the occurrence of *è*, indicating an open *e* sound, more like the *e* in met than the *a* in late. It occurs in one-syllable words in which mute *e* is the last letter, and a single consonant or digraph, or consonantal unit, is the next-to-last letter, as *ère, lèvres, sèche*; in word-final syllables like *-ère, -ière, -ègre, -èbre, -èvre, -ède, -ères, -ières, -ègres*, etc.; occasionally, in a word ending in *es*, to indicate that the *e* is not silent, as in *progrès, succès*.

The dieresis occurs on the second of two consecutive vowel letters to indicate that the sequence does not have its usual value.



ai as e in met (*plaisir*)  
 ei as e in met (*reine*)  
 oi as wa in watt (*toi*)  
 æ as u in fur (*œil*)  
 gue as g in go plus mute e in vague  
 gui as g in go plus ee as in meet  
 (*guide*); sometimes g as in go plus  
 we as in we (*aiguille*)  
 ai as a in watt plus ee as in meet  
 (*naïf*)

ei as e in met plus ee as in meet  
 oi as o in for plus ee as in meet  
 (*colloïde*)  
 oë as o in for plus a as in late (*canoë*);  
 as o in for plus e as in met (*noël*)  
 guë as g in go plus u as in German ü  
 plus mute e (*aiguë*)  
 guï as g in go plus u as in German ü  
 plus ee as in meet (*contiguïté*)

The cedilla occurs under the letter *c* before *a*, *o*, or *u*, to indicate that *c* is pronounced like *s*; *reçu*, received.

### Capitalization

1. Capitalize the first word of sentences, phrases, verses, speeches, citations: *Un homme dit: "Je passerai la mer . . ."*

2. After interrogation, exclamation, and suspension points when they end the sentence.

3. In proper names in general: *Jeanne, la France, la Seine.*

a. The names designating God, the three holy persons, Jesus Christ: *Le Créateur, la Providence, le Messie, le Tout-Puissant.*

b. The names of mythological divinities and abstractions personified by poetry or mythology, as well as the names of stars, constellations, and planets: *Jupiter, les Furies, Sirius, le Cygne.*

c. The proper names of people, families, and dynasties: *Les Français, les Bourbons*; but *l'Etat allemand, le drapeau français.*

4. The names of holidays: *La Toussaint, à Noël*; but not the names of days or months.

5. The names that have become proper names: *L'Orateur romain* (Cicero), *la Vierge* (Virgin Mary).

6. The proper names of scholarly, political, and religious organizations, or orders of chivalry: *L'Eglise, l'Institut de France, la Chambre de représentants, l'Université catholique de Paris, l'Ordre de la Couronne.*

7. Ordinarily the cardinal points when they are used absolutely, as in: *Les peuples de l'Orient*; otherwise the lowercase is used.

8. The proper names of streets, monuments, buildings, ships, etc.: *La rue des Tuileries, le Parthénon, le Titanic.*

9. The titles of books, poems, pictures, works of art, etc.

10. Titles, such as: *Sa Majesté, Son Excellence*, when addressing the person himself.

a. *Nous, Vous*, etc., in encyclicals, pastoral letters, etc.

b. Historical events: *La Renaissance, la Révolution.*

11. The adjective is capitalized when it is intimately connected with the proper name: *Etats-Unis, la Comédie-Française, Charles le Téméraire.*

a. When it precedes the name: *Le Saint-Office, la Sainte-Alliance.*

b. When it accompanies a geographic term: *La mer Méditerranée.*

### Punctuation and hyphenation

The period indicates the end of the sentence. It is used sometimes to give greater emphasis to a subordinate clause.

The interrogation point is used in general as in English; an indirect interrogation is never followed by an interrogation point. When an interrogative phrase is followed by an insertion, the interrogation point is placed immediately after that phrase, the sentence continuing in lower case.

The exclamation point is placed directly after the exclamation; the interjection *ô* is never used by itself, as in *O regret!*, and the exclamation point is placed after the complete exclamation.

The comma marks a brief pause. In spelled out figures the decimal part is separated from the main part by a comma (instead of a period, as in English). It must be used after the place in the date: *Paris, le 4 juin . . .*

The comma follows salutations, such as: *Ma chère Marie, . . .*

It is used before *et*, *ou*, or *ni* when coordinating more than two elements, such as: *Un bon financier, dil . . ., ne pleure ni ses amis, ni sa femme, ni ses enfants.*

The semicolon marks a medium long pause.

The colon is used as in English.

The suspension points are used as in English.

The quotation marks in French are written: « ». However, *Le Grand Larousse*, in the preface to its 1960-64 edition, uses the English version: " ".

The punctuation is usually placed at the end of the quote, if the citation is a

complete phrase, as in: *Je répondis: «J'attends le départ.»* Otherwise " precede the punctuation, as in: *Quel homme, que ce «Père la Victoire»!*

The apostrophe is used to mark the omission of *a, e, i*, as in: *l'arme, d'abord, s'il vous plaît.*

The hyphen is used much more widely than in English, and care should be exercised not to mistake the marginal hyphen in copy used orthographically as one of syllabification. The various orthographic uses of the hyphen are as follows:

1. Between verbs and the pronouns in questions: *Parlez-vous?* Do you speak?
2. Between verbs and object pronouns: *Parlez-moi*, speak to me.
3. Between verbs and the participles *en, y, ce, on*: *Portez-leur-en*, bring them some.
4. Between the personal pronoun and the adjective *même, moi-même*, myself.
5. On each side of the euphonic *t*: *A-t-il?* Has he? *Parlera-t-elle?* Will she speak?
6. Before *ci* and *là*: *celui-ci*; and in certain expressions after *ci* and *là*, as in *ces choses là-dessus*.
7. After *entre* in all reciprocal verbs: *s'entre-tuer*, to kill one another.
8. Between *demi* and its noun: *une demi-heure*, half an hour.
9. In compound nouns and adjectives, especially with prepositional particles, as in *arc-en-ciel*, rainbow; *nouveau-né*, newborn.
10. In spelled numbers (see p. 446).
11. Between first names: *Louis-Charles-Alfred de Musset*.
12. Between the word *Saint* and the following name, when used to designate a locality, a feast-day, a street, an era, etc., but not when it concerns the Saint himself: *la rue Saint-Jacques, La Saint-Nicolas*.
13. In geographic names: *Saint-Valéry-en-Caux*, etc.
14. In certain invariable phrases: *Pêle-mêle, avant-hier*, etc.

### Abbreviations

a.	accepté, accepted
a.c.	année courante, current year
art.	article, article
av.	avec, with
B.B.	billet de bank, bank note
c (c*)	centime(s), centime(s)
c.à-d.	c'est-à-dire, that is (i.e.)
ch.	chapitre, chapter
ch. de f.	chemin de fer, railway
Cie, C ^{ie}	compagnie, company
C.V.	cheval vapeur, H.P.
C., c., c ^{te}	compte, account
f., fr.(s)	franc, franc(s)
h.	heure, hour
J.-C.	Jésus-Christ, Jesus Christ
M., MM.	Monsieur, Messieurs, Mr., Messrs.
M ^{me}	Madame, Mrs.
M ^{lle}	Mademoiselle, Miss
M ^{gr}	monseigneur, my lord
N.-D.	Notre Dame, Our Lady
N.D.L.R.	note de la rédaction, edi- tor's note.
p.ex.	par exemple, for example
p.f.s.a.	pour faire ses adieux, to say goodbye

R.F.	République française, French Republic
R.S.V.P., or r.s.v.p.	répondez, s'il vous plaît, please answer
S.A.R.	Son Altesse Royale, His Royal Highness
S.E.	Son Excellence, His Ex- cellency
S.E.O.	sauf erreur ou omission, error or omission excepted
S.M.	Sa Majesté, His Majesty
S.A., Soc. an ^o	Société anonyme, similar to limited liability com- pany
S.S. s.v.p. t., T. tit. t.s.v.p.	Sa Sainteté, His Holiness s'il vous plaît, please tome, book titre, title tournez, s'il vous plaît, please turn
voy., v. V ^{ve}	voyez, voir, see veuve, widow
1 ^{er} 1 ^{re}	premier (m.), first première (f.), first
II ^e , 2 ^e	deuxième, second

### Abbreviations of metric terms

Mm	mégamètre	mm ³	millimètre cube	g	gramme
hkm	hectokilomètre	ha	hectare	dg	décigramme
mam	myriamètre	a	are	cg	centigramme
km	kilomètre	ca	centiare	mg	milligramme
hm	hectomètre	dast	décastère	kl	kilolitre
dam	décamètre	st	stère	hl	hectolitre
m	mètre	dst	décistère	dal	décalitre
dm	décimètre	t	tonne	l	litre
cm	centimètre	q	quintal	dl	décilitre
m ²	mètre carré	kg	kilogramme	cl	centilitre
mm	millimètre	hg	hectogramme	ml	millilitre
mm ²	millimètre carré	dag	décagramme		

NOTE.—It will be noted that the period is not used where the last letter in the abbreviation is the last letter of the complete word.

**Cardinal numbers**

un, <i>m.</i> }	one	soixante et onze	seventy-one
une, <i>f.</i> }		soixante-douze	seventy-two
deux	two	soixante-treize	seventy-three
trois	three	soixante-quatorze	seventy-four
quatre	four	soixante-quinze	seventy-five
cinq	five	soixante-seize	seventy-six
six	six	soixante-dix-sept	seventy-seven
sept	seven	soixante-dix-huit	seventy-eight
huit	eight	soixante-dix-neuf	seventy-nine
neuf	nine	quatre-vingts	eighty
dix	ten	quatre-vingt-un	eighty-one
onze	eleven	quatre-vingt-deux	eighty-two
douze	twelve	quatre-vingt-trois	eighty-three
treize	thirteen	quatre-vingt-quatre	eighty-four
quatorze	fourteen	quatre-vingt-cinq	eighty-five
quinze	fifteen	quatre-vingt-six, etc.	eighty-six, etc.
seize	sixteen	quatre-vingt-dix	ninety
dix-sept	seventeen	quatre-vingt-onze, etc.	ninety-one, etc.
dix-huit	eighteen	quatre-vingt-dix-sept	ninety-seven
dix-neuf	nineteen	quatre-vingt-dix-huit	ninety-eight
vingt	twenty	quatre-vingt-dix-neuf	ninety-nine
vingt et un	twenty-one	cent	hundred
vingt-deux, etc.	twenty-two, etc.	cent un, etc.	one hundred and one, etc.
trente	thirty		two hundred, etc.
trente et un	thirty-one	deux cents, etc.	thousand
trente-deux, etc.	thirty-two, etc.	mille (mil)	million
quarante	forty	million	billion
cinquante	fifty	milliard	
soixante	sixty		
soixante-dix	seventy		

**Ordinal numbers**

premier, <i>m.</i> }	first	septième	seventh
première, <i>f.</i> }		huitième	eighth
second, <i>m.</i> ; seconde, <i>f.</i> }	second	neuvième	ninth
deuxième		dixième	tenth
troisième	third	onzième, etc.	eleventh, etc.
quatrième	fourth	vingt et unième	twenty-first
cinquième	fifth	vingt-deuxième, etc.	twenty-second, etc.
sixième	sixth	centième	hundredth

**Months**

janvier (janv.)	January	juillet (juil.)	July
février (fév.)	February	août	August
mars	March	septembre (sept.)	September
avril (av.)	April	octobre (oct.)	October
mai	May	novembre (nov.)	November
juin	June	décembre (déc.)	December

**Days**

dimanche	Sunday	jeudi	Thursday
lundi	Monday	vendredi	Friday
mardi	Tuesday	samedi	Saturday
mercredi	Wednesday		

**Seasons**

printemps	spring	automne	autumn
été	summer	hiver	winter

**Time**

seconde	second	semaine	week
minute	minute	mois	month
demi-heure	half an hour	année	year
heure	hour	saison	season
jour	day		



Sets of figures, separated in English by commas, in French are separated either by spaces, as in: 1 005; 1 000 000, or by periods as in: 1.005; 1.000.000. Percentages printed in English in lowercase are in French frequently printed in uppercase: 2 1/2 0/0.

Authors and their works are cited in the text as follows: first name (mostly by initial), last name in caps; followed by a comma, then the name of the work in italics, followed by a comma, then volume in Roman numerals, followed by a comma, then the page: p. 211, for example. If the source is a newspaper or a periodical, the name of the author appears, as above, followed by *dans* (in) *le Temps* (a newspaper), or the name of the periodical, followed by a comma and the date, as in: 7 août 1962, followed by a comma, then p. . . . The source appears in parentheses, and, followed if cited at the end of a sentence, by a period. Sometimes *t.* (volume) precedes the volume, and *ch.* (chapter), the chapter referred to.

REFERENCES.—Le Grand Larousse (1960-64); Maurice Grevisse, *Le bon usage* (8th ed.) (1964); Kettridge's Commercial and Financial Dictionary (1957); Francis M. duMont, *French Grammar* (College Outline Series) (Barnes & Noble); Larousse, *Dictionnaire moderne français-anglais/anglais-français* (1960).

## GERMAN

Wenn aber auch der Charakter verschiedener Weltgegenden von allen äußeren Erscheinungen zugleich abhängt; wenn Umriß der Gebirge, Physiognomie der Pflanzen und Tiere, wenn Himmelsbläue, Wolkengestalt und Durchsichtigkeit des Luftkreises den Totaleindruck bewirken; so ist doch nicht zu leugnen, daß das Hauptbestimmende dieses Eindrucks die Pflanzendecke ist. Dem tierischen Organismus fehlt es an Masse; die Beweglichkeit der Individuen und oft ihre Kleinheit entziehen sie unseren Blicken. Die Pflanzenschöpfung dagegen wirkt durch stetige Größe auf unsere Einbildungskraft.— Alexander von Humboldt, *Ansichten der Natur*, vol. II, p. 20 f. (1849).

### Alphabet and pronunciation ¹

A	a	short: <i>a</i> like <i>u</i> in cup; long: <i>a</i> in father
Ä	ä	short: <i>e</i> in bet; long: <i>e</i> in there or <i>a</i> in bad
B	b	<i>b</i> ; at end of word or syllable, bulb or as <i>p</i> in lip
C	c	before <i>e</i> , <i>i</i> , <i>ä</i> and usually <i>y</i> , as <i>ts</i> in bits; before other vowels, as <i>c</i> in can (= <i>k</i> )
D	d	<i>d</i> ; at end of word or syllable, as <i>t</i> in hit
E	e	short: <i>e</i> in bet; long: somewhat like <i>a</i> in gate; in unstressed syllables, like <i>e</i> in aspen
F	f	<i>f</i>
G	g	<i>g</i> ; at end of word after <i>e</i> , <i>ei</i> , and <i>i</i> , many Germans pronounce <i>g</i> like German <i>ch</i> (see under consonant sequences)
H	h	<i>h</i> ; at end of word or syllable or before consonant, merely shows that preceding vowel is long; between vowels <i>h</i> has the effect of a dieresis
I	i	short: <i>i</i> in bit; long: <i>ee</i> in meet
J	j	<i>y</i> in yes
K	k	<i>k</i>
L	l	<i>l</i> in let
M	m	<i>m</i>
N	n	<i>n</i>
O	o	short: between <i>o</i> in not and <i>u</i> in nut; long: <i>o</i> in tone
Ö	ö	short: as in French <i>neuf</i> ; (as in <i>fur</i> ) long (tongue in long <i>e</i> position, lips in long <i>o</i> position): <i>u</i> in hurt or <i>eu</i> in fur
P	p	<i>p</i> ; after initial <i>s</i> , as <i>p</i> in spin
Q	q	<i>k</i> ; <i>qu</i> pronounced as <i>kv</i>
R	r	<i>r</i> in three or parade; at end of word or syllable, usually as in alter
S	s	before vowel, as <i>z</i> in zoo or <i>s</i> in rose; at end of word, as <i>s</i> in miss; before <i>p</i> or <i>t</i> at beginning of word, as <i>sh</i> in ship

[Concluded on following page]

¹ All German vowels are pronounced short or long. German spelling does not consistently indicate vowel quantity, but two dependable conversion rules may be mentioned. A double vowel and a vowel followed by a single consonant are pronounced long; a single vowel followed by a double consonant is pronounced short. Consonant quantity is fairly stable; a double consonant does not indicate a lengthened sound.

T	t	<i>t</i> ; after initial <i>s</i> , as <i>t</i> in stop
U	u	short: <i>oo</i> in cook; long: <i>oo</i> in boot
Ü	ü	short: tongue in short <i>u</i> position, lips in short <i>i</i> position; long (tongue in long <i>u</i> position, lips in long <i>i</i> position): <i>u</i> in French <i>du</i>
V	v	<i>v</i> or <i>f</i> at beginning of words, <i>f</i> at beginning and end of words, elsewhere usually <i>v</i>
W	w	<i>v</i>
X	x	<i>x</i> (= <i>ks</i> )
Y	y	short and long: as German <i>i</i> or German <i>ü</i> ; occasionally (before vowel) as <i>y</i> in yet
Z	z	<i>ts</i> in bits

### Special characters

German used to be set, traditionally, in the Fraktur alphabet (German text). It was abolished for official publications in 1941 and is virtually no longer used. For information on Fraktur, see earlier editions of this Manual. The Latin alphabet, which is now generally used, has, however, retained the following special characters, called umlauts: Ä ä, Ö ö, and Ü ü.

The Fraktur alphabet employed four ligatures: *ch* (*ch*), *ck* (*ck*), *ß* (*ß*, *ss*), and *tz* (*tz*). However, German style when using a Latin alphabet has retained the following usages: In syllabification, *tz* may be divided, *ch* and *ß* may never be divided, and *ck*, if division is called for, must be changed to *k-k*. This is because the character *c* may never end a word or a syllable and, hence, may not terminate a line.

When German is set in Latin characters, the only ligature employed is *ß*; the other ligatures are represented by their respective individual characters. When *ß* is not available, it may be replaced by *ss*.

### Vowels and consonants

The vowels are *a*, *e*, *i*, *o*, *u*, and *y* (including the umlauts *ä*, *ö*, and *ü*). The other letters of the alphabet are consonants.

### Vowel sequences (diphthongs)

The diphthongs and their sounds are:

*aa* as German long *a*  
*ai* as *ai* in aisle  
*au* as *ou* in our  
*äu* as *oi* in noise  
*ee* as German long *e*  
*ei* as *ai* in aisle  
*eu* as *oi* in noise

*ie* as German long *i*  
*oo* as German long *o*  
*oe* as German long *o* in some proper  
names (as distinguished from *oe* for  
the umlaut *ö*)  
*oi* as German long *o* in some proper  
names

To the *ie* there are a few exceptions, as in a few words *ie* is not a diphthong but the two letters are sounded separately, as *ee-uh*. These exceptions occur usually at the end of words of foreign origin, the *ie* being equivalent to the Latin *ia*: *Linie*, *Materie*, etc.

To the above diphthongs should be added also *ae*, *oe*, and *ue*, which are sometimes used in place of *ä*, *ö*, and *ü*, respectively, and are sounded as *ä*, *ö*, *ü*.



**Consonant sequences (digraphs)**

The digraphs and their sounds are:

*ph* as English *ph*=*f*  
*sch* as *sh* in *shall*

*th* as *t*

The sound for *ch* may be approximated by making a strong *h* sound. In words some, *ch* is pronounced like *k*. The digraph *sch* must be distinguished from the mere coincidental juxtaposition of those letters, pronounced like *s* and *ch* separately: *biß-chen*, little bit; *Fäß-chen*, little barrel; *Häus-chen* little house.

**Consonantal units**

The combinations *qu* (pronounced *kv*), *st*, and *ß* are treated as consonantal units. Some editors treat *pf* as a consonantal unit, especially after another consonant; but this is not favored by Duden, *Rechtschreibung der deutschen Sprache*, which divides *kämp-fen*, *Karp-fen*, *rup-fen* as indicated. The rule is that *pf* is separated when followed by a vowel.

When *ß* is replaced by *ss*, *ss* is never divided.

**Rules for syllabification**

1. Diphthongs, digraphs, and consonantal units may not be divided with the exception of *ng*.

2. Division is made on a vowel or on a diphthong before a single consonant, a digraph, or a consonantal unit: *le-ben*, *lie-ben*, *wa-chen*, *wa-schen*, *Mei-ster*, *gro-ßen*, *Re-qui-sit*.

3. In a group of two or more consonants, division is made before the last consonant, digraph, or consonantal unit: *Mut-ter*, *Was-ser*, *stimm-len*, *kämp-fen*, *wün-schen*, *Fen-ster*, *Pfing-sten*.

4. Division may be made between two vowels not constituting a diphthong or between a diphthong and a vowel: *Oze-an*, *Trau-ung*.

5. Certain adverbial prefixes are kept intact. These are: *ab*, *an*, *auf*, *aus*, *be*, *bei*, *durch*, *ein*, *emp*, *ent*, *er*, *fort*, *ge*, *her*, *hin*, *hinter*, *in*, *miß*, *mit*, *nach*, *nieder*, *ob*, *um*, *un*, *unter*, *ver*, *vor*, *weg*, *wider*, *wieder*, *zer*, *zu*, *zurück*, and *zusammen*: *ab-ändern*, *An-erbe*, *auf-arbeiten*, etc.

6. Certain suffixes are kept intact. These are: *artig*, *chen*, *haft*, *heit*, *schaft*, and *tum*: *eigen-artig*, *Hühn-chen*, *Knapp-heit*, *Wachs-tum*.

7. Compound words are divided according to their component parts (and each part according to rules 1 to 6): *alt-italienisch*, *Tür-angel*. The compounding *r* and *s*, if used, are kept with the preceding component: *dar-auf*, *wor-auf*, *Redens-art*, *Orts-angabe*.

8. Foreign words and components of foreign words follow the conventions of the language of origin: *Repu-blik*, *Hy-drant*, *Wash-ington*, *Shake-speare*. Under this rule are also included scientific and technical words, which editors prefer to treat etymologically: *Dia-gnose*, *Mikro-skop*.

9. When division is made on or before a syllable from which a letter was elided, the letter is restored to render the syllable integral: *glitschst* is divided *glit-schest*, *Luftschiffahrt* is divided *Luftschiff-fahrt*; and when the double consonant *ck* is divided, the *c* is changed to *k*, thus *Hacke* and *Zucker* are divided *Hak-ke* and *Zuk-ker*. It is important to bear in mind that words divided under this rule, if subsequently reset and run over, must have their original spelling restored.

10. No division should be made that results in a single letter being separated or a syllable of two letters occupying the second line. Wrong: *O-zean*, *koch-te*.

11. When, in a compound word, the first word ends with *s* and the second begins with *t*, the *st* rule does not apply: *Reichs-tag* not *Reich-stag*.

12. No division is permitted that affects the meaning adversely: *Spar-gelder* not *Spargel-der*; *Ur-instinkt* not *Urin-stinkt*.

## Illustrative word divisions

[The numbers in parentheses refer to the syllabification rules]

Ab-gren-zung	(5, 2)	Nach-ord-nung	(5, 3)
ame-ri-ka-ni-sche	(2, 2, 2, 2)	ne-ben-an	(2, 7)
Amts-an-tritt	(7, 5)	nie-der-bre-chen	(2, 5, 2)
an-ord-nen	(5, 3)	nied-rig-ste	(3, 3)
Auf-pflan-zung	(5, 3)	Ober-stabs-arzt	(7, 7)
Aus-zah-lung	(5, 3)	Ob-lie-gen-heit	(5, 2, 3)
bei-tra-gen	(5, 2)	ord-nungs-mä-ßig	(3, 7, 2)
Be-ob-ach-tung	(5, 5, 3)	Orts-an-ga-be	(7, 5, 2)
Be-quem-lich-keit	(2, 3, 3)	öster-rei-chi-sche	(7, 2, 2)
bläs-chen-för-mige	(3, 7, 3, 2, 1)	ost-in-di-sche	(7, 3, 2)
dar-ein-schla-gen	(7, 5, 2)	pas-sie-ren	(3, 2)
deut-sche	(2)	pflicht-schul-dig	(7, 3)
Deutsch-land	(7)	Plan-wirt-schaft	(7, 6)
Dienst-al-ter	(7, 3)	Platz-an-wei-sung	(7, 5, 2)
durch-ar-bei-ten	(5, 3, 2)	plat-zen-de	(3, 3)
ein-spre-chen	(5, 2)	Rat-haus-saal	(7, 7)
emp-fäng-lich	(5, 3)	Rich-ter-amt	(3, 3)
eng-li-sche	(3, 2)	recht-fer-ti-gen	(7, 3, 2)
ent-spre-chen	(5, 2)	Rechts-ge-schich-te	(7, 2, 3)
er-schreck-lich	(5, 3)	re-pu-bli-ka-nisch	(2, 8, 2, 2)
eu-ro-pä-i-sche	(2, 2, 4, 2)	Sach-ver-zeich-nis	(7, 5, 3)
Far-ben-auf-trag	(3, 7, 5)	schwei-ze-ri-sche	(2, 2, 2)
Fin-ster-nis	(3, 3)	Selbst-ach-tung	(7, 3)
fort-ar-bei-ten	(5, 3, 2)	Selb-stän-dig-keit	(7, 3, 3)
fünf-und-zwan-zig	(7, 7, 3)	sy-ste-ma-ti-sche	(2, 2, 2, 2)
ge-brau-chen	(5, 2)	über-ein-kom-men	(5, 5, 3)
her-aus-zie-hen	(5, 5, 2)	um-än-dern	(5, 3)
hin-ar-bei-ten	(5, 3, 2)	un-ab-hän-gig	(5, 5, 3)
hin-ter-brin-gen	(3, 5, 3, 11)	Un-ter-ab-tei-lung	(3, 5, 5, 2)
In-an-spruch-nahme	(5, 5, 7, 3)	ver-ei-nig-te	(5, 2, 3)
in-ein-an-der	(5, 5, 3)	Vor-an-schlag	(5, 5)
In-ter-esse	(3, 8, 3, 10)	weg-schlei-chen	(5, 2)
Jah-res-tag	(3, 7)	Werk-ar-beit	(7, 3)
Ka-me-ra-den	(2, 2, 2)	wi-der-spre-chen	(2, 5, 2)
Leb-haf-tig-keit	(3, 3, 3)	Wie-der-ab-druck	(2, 5, 5)
Maß-sy-stem	(7, 2)	Wirt-schaf-ter	(8, 3)
me-di-zi-ni-sche	(2, 2, 2, 2)	zer-split-tern	(5, 3)
Miß-er-folg	(5, 3)	zu-dre-hen	(5, 2)
mit-hel-fen	(5, 3)	zu-rück-er-o-bern	(2, 5, 5, 2)
mitt-le-rer	(3, 2)	zu-sam-men-flie-ßen	(2, 3, 5, 2)

## Diacritics and stress

Other than the umlauts, no diacritical marks are used in German. The chief stress falls on the root syllable in simple words (*SINGen*, to sing), and on the leading component, usually the first, in compound words (*FESTland*, mainland). Words of foreign origin have their own characteristic stress.

## Capitalization

With the exception of the following, capitalization conventions are the same as in English:

1. All nouns and words used as nouns are capitalized:¹ *das Geben*, the giving; *die Armen*, the poor.
2. Proper adjectives are lowercased: *die deutsche Sprache*, the German language.
3. Adjectives derived from personal names are capitalized: *die Lutherische Übersetzung*, Luther's translation; but when used descriptively, lowercased: *die lutherische Kirche*, the Lutheran Church; *ciceronische Beredsamkeit*, Ciceronic eloquence.
4. The pronouns *Sie*, you, *Ihr*, your, and *Ihnen*, to you, are capitalized, but not *ich*, I. The pronouns *Du*, you, *Dein*, your, and their various forms are capitalized in correspondence.

In solid matter, where the umlaut on capital letters is likely to cause trouble in alinement, it will be omitted and a lowercase *e* added after the capital, as *Äe* (*Aerger*), *Oe* (*Oel*), *Ue* (*Uebel*).

¹ In the interest of simplicity, works in philology and bibliography often allow all common nouns to go lowercase.

### Punctuation and hyphenation

Punctuation is practically as in English. The comma, however, is used to set off subordinate clauses of all kinds; e.g., *ich glaube, daß er kommen wird*, I believe that he will come.

In series of words made up of two parts, where one part is common to both words, the hyphen is used as follows: *Feld- und Gartenfrüchte* (field- and garden produce), the word *früchte* being common to both *Feld* and *Garten*; but *Haftpflicht-Versicherungsgesellschaft und -Versicherte* (liability-insurance company and -insured), because *Haftpflicht* is common to both *Versicherungsgesellschaft* and *Versicherte*.

### Abbreviations

a.	an, am, an der, on (the), at (the)	ff.	folgende (Seiten), following (pages)
a.a.O.	am angeführten Ort, in the place cited (loc. cit.)	F.f.	Fortsetzung folgt, to be continued
Abb.	Abbildung, illustration, figure	Forts.	Fortsetzung, continuation
Abk.	Abkürzung, abbreviation	Frl.	Fräulein, Miss
Abt.	Abteilung, section	geb.	geboren, born; gebunden, bound; geborene, née
a.d.	an der, on the	Gebr.	Gebrüder, Brothers
a.D.	außer Dienst, retired	gef.	gefälligst, kindly
Adr.	Adresse, address	gegr.	gegründet, founded
A.G.	Aktiengesellschaft, corporation	ges.	gesetzlich geschützt, registered trademark
allg.	allgemein, general(ly)	G.m.b.H.	Gesellschaft mit beschränkter Haftung, Ltd., or Inc.
Anm.	Anmerkung, note	hrsg.	herausgegeben, edited or published
Art.	Artikel, article	i.	in, im, in, in the
Auf.	Auflage, edition	Ing.	Ingenieur, engineer
b.	bei, beim, near, with, c/o	inkl.	inklusive, inclusive, included
Bd.	Band, volume	insb.	insbesondere, in particular
bes.	besonders, especially	Kap.	Kapitel, chapter
betr.	betreffs, betreffend, concerning	kath.	katholisch, Catholic
bez.	bezüglich, respecting	Kl.	Klasse, class
Bez.	Bezirk, district	lfd.	laufend, current
bezw., bzw.	beziehungsweise, respectively	Lfg.	Lieferung, fascicle
Blg.	Beilage, enclosure	M.	Mark, mark (coin)
b.w.	bitte wenden, please turn page	m.E.	meines Erachtens, in my opinion
ca.	circa, zirk, about	Nachf.	Nachfolger, successor(s)
d.Ä.	der Ältere, Sr.	nachm.	nachmittags, p.m., afternoon
ders.	derselbe, the same	näml.	nämlich, namely, i.e.
dgl.	dergleichen, the like, of that kind	NB	(nota bene) beachte, note, remark (P.S.)
d.h.	das heißt, that is, i.e.	n.Chr.	nach Christus, A.D.
d.i.	das ist, that is, i.e.	n.F.	neue Folge, new series
d.J.	der Jüngere, junior; dieses Jahres, of this year	No., Nr.	Numero, number
DM	Deutsche Mark, mark (after World War II)	no., ntto.	Netto, net
d.M.	dieses Monats, of the . . . instant	od.	oder, or
do.	ditto, the same	ö., österr.	österreichisch, Austrian
Dr.	Doktor, doctor	p.A.	per Adresse, care of (c/o)
Dtzd.	Dutzend, dozen	Pf.	Pfennig, penny
einschl.	einschließlich, including, inclusive	Pfd.	Pfund, pound (lb.)
entspr.	entsprechend, corresponding	PS	Pferdestärke, horsepower
e.V.	eingetragener Verein, incorporated society or association	resp.	respektiv, respectively
ev.	evangelisch, Protestant	rglm.	regelmäßig, regular
evtl.	eventuell, perhaps, possibly		
Fa.	Firma, firm		



**Abbreviations—Continued**

S.	Seite, page	usw.	und so weiter, and so forth, etc.
s.	siehe, see (cf.)	v.	(vide) siehe, see (cf.); von, of, from, by
sel.	selig, late	v. Chr.	vor Christus, B.C.
Skt., St.	Sankt, Saint	Verf.	Verfasser, author
s.o.	siehe oben, see above	Verl.	Verleger, publisher
sog.	sogenannt, so called	vgl.	vergleiche, compare
Sp.	Spalte, column	v.H.	vom Hundert, percent (%)
St.	Stück, individual piece	v.J.	vorigen Jahres, of last year
staatl.	staatlich, State or Federal	v.M.	vorigen Monats, of last month
Str.	Strasse, street	vorm.	vormittags, morning, a. m.
s.u.	siehe unten, see below	Vors.	Vorsitzender, chairman
T.	Teil, part	w.o.	wie oben, as above
teilw.	teilweise, partly	Wwe.	Witwe, widow
u.	und, and	z.	zu, zum, zur, to, to the, at
u.a.	und andere, and others; unter anderem, among other things; unter andern, among others (inter alia)	z.B.	zum Beispiel, for example
u.a.m.	und andere mehr, and many others	z.H.	zu Händen, attention of
U.A.	Um Antwort wird gebeten, w.g. an answer is requested	Ztschr.	Zeitschrift, periodical
		z.T.	zum Teil, in part
		zus.	zusammen, together
		z.Z.	zur Zeit, at the time, acting (e.g., secretary)

**Cardinal numbers**

eins	one	zwanzig	twenty
zwei	two	einundzwanzig	twenty-one
drei	three	zweiundzwanzig	twenty-two
vier	four	dreißig, etc.	twenty-three, etc.
fünf	five	dreißig	thirty
sechs	six	vierzig	forty
sieben	seven	fünfzig	fifty
acht	eight	sechzig	sixty
neun	nine	siebzig	seventy
zehn	ten	achtzig	eighty
elf	eleven	neunzig	ninety
zwölf	twelve	hundert	hundred
dreizehn	thirteen	hundertundeins	one hundred and one
vierzehn	fourteen	hundertundzwei, etc.	one hundred and two, etc.
fünfzehn	fifteen	zweihundert, etc.	two hundred, etc.
sechzehn	sixteen	tausend	thousand
siebzehn	seventeen		
achtzehn	eighteen		
neunzehn	nineteen		

**Ordinal numbers**

erste	first	dreizehnte, etc.	thirteenth, etc.
zweite	second	zwanzigste	twentieth
dritte	third	einundzwanzigste	twenty-first
vierte	fourth	zweiundzwanzigste, etc.	twenty-second, etc.
fünfte	fifth	dreißigste	thirtieth, etc.
sechste	sixth	vierzigste, etc.	fortieth
siebente	seventh	hundertste	hundredth
achte	eighth	hundertunderste, etc.	one hundred and first, etc.
neunte	ninth	zweihundertste	two hundredth
zehnte	tenth	tausendste	thousandth
elfte	eleventh		
zwölfte	twelfth		

After ordinal numbers a period is placed where in English the form would be 1st, 2d, etc., as 1. *Heft*; 2. *Band*.

**Months**

Januar (Jan.)	January	Juli (Jul.)	July
Februar (Feb.)	February	August (Aug.)	August
März	March	September (Sept.)	September
April (Apr.)	April	Oktober (Okt.)	October
Mai	May	November (Nov.)	November
Juni (Jun.)	June	Dezember (Dez.)	December

**Days**

Sonntag  
Montag  
Dienstag  
Mittwoch

Sunday  
Monday  
Tuesday  
Wednesday

Donnerstag  
Freitag  
Sonnabend, Samstag

Thursday  
Friday  
Saturday

**Seasons**

Frühling  
Sommer

spring  
summer

Herbst  
Winter

autumn  
winter

**Time**

Stunde  
Tag  
Woche

hour  
day  
week

Monat  
Jahr

month  
year

**REFERENCES.**—Der Große Duden, Rechtschreibung der deutschen Sprache und der Fremdwörter nach den für das Deutsche Reich und die Schweiz gültigen amtlichen Regeln (1942); G. O. Curme, A Grammar of the German Language (1922); Karl Breul, Heath's New German and English Dictionary (1939).

## GREEK (Classical)

‘Οτι μὲν ὑμεῖς, ὦ ἄνδρες Ἀθηναῖοι, πεπόνθατε ὑπὸ τῶν ἐμῶν κατηγορῶν, οὐκ οἶδα· ἐγὼ δ’ οὖν καὶ αὐτὸς ὑπ’ αὐτῶν ὀλίγου ἑμαυτοῦ ἐπελαθόμην, οὕτω πιθανῶς ἔλεγον· καίτοι ἀληθες γε ὡς ἔπος εἰπεῖν οὐδὲν εἰρήκασιν.—Plato, *Apologia*, 1.

### Alphabet and pronunciation

Α	α	alpha	<i>ā</i> in father; <i>ǎ</i> in <i>aha</i>
Β	β	beta	<i>b</i> in bad
Γ	γ	gamma	<i>g</i> in go; <i>ng</i> in sing, before γ, κ, χ, and ξ
Δ	δ	delta	<i>d</i>
Ε	ε	epsilon	<i>ē</i> in French <i>été</i> ; <i>e</i> in pet
Ζ	ζ	zeta	<i>z</i> in daze (originally <i>zd</i> , or <i>dz</i> )
Η	η	eta	<i>ē, ê</i> in French <i>fête</i> , <i>a</i> in English fare, <i>a</i> in German <i>prägen</i>
Θ	θ	theta	<i>th</i> in thin (originally aspirated <i>t</i> as <i>th</i> in hothouse)
Ι	ι	iota	<i>ī</i> in machine; <i>ĭ</i> in pit
Κ	κ	kappa	<i>k</i> in kin
Λ	λ	lambda	<i>l</i> in let
Μ	μ	mu	<i>m</i> in met
Ν	ν	nu	<i>n</i> in now
Ξ	ξ	xi	<i>x</i> in lax
Ο	ο	omicron	<i>ō</i> in obey
Π	π	pi	<i>p</i> in pin
Ρ	ρ	rho	<i>r</i> in red
Σ	σ	sigma	<i>s</i> in see
Τ	τ	tau	<i>t</i> in tar
Υ	υ	upsilon	like German <i>ü</i> (ee with lips rounded as for oo) or French <i>u</i>
Φ	φ	phi	<i>ph</i> in phone (originally aspirated <i>p</i> , as <i>ph</i> in loophole)
Χ	χ	chi	<i>ch</i> in German <i>machen</i> , or Scottish <i>loch</i> (originally aspirated <i>k</i> as the <i>kh</i> sound in blockhouse)
Ψ	ψ	psi	<i>ps</i> in caps
Ω	ω	omega	<i>ō</i> in or; <i>o</i> in go

In transliteration from Classical Greek, the letters may be represented thus: α, β, γ, δ, ε, ζ, ē, *th*, ι, κ, λ, μ, ν, ξ, ο, π, ρ, σ, τ, υ, φ, χ, ψ, *ō*; initial β is transliterated by *rh*, internal ββ by *rrh*; υ not following α, ε, η, ι often represented by *y* instead of *u*. It was formerly customary to latinize Classical Greek names, and this custom is still followed for most ordinary names used in English literature; in doing this, the letters are transliterated as above, except: γ is represented by *n* before γ, κ, ξ, χ (the same applies to transliteration); η, by *e*, but the macron is usually omitted, giving simply *e*; κ, by *c*; υ, by *y*, except after α, ε, η, ι, where it is *u*; ω, by *o*, but the macron is usually omitted. The diphthong ει may be represented by *i* instead of *ei*; the diphthong ου may be represented by *u* instead of *ou*. The “rough breathing” is represented by *h*. In transliteration and romanization the accents and other diacritical marks are usually omitted.



**Diphthongs**

αι	ai in aisle	αν	ou in out
ει	ei in veil	ευ	e in pet, u in rule; often anglicized to u in use
οι	oi in oil	ου	ou in soup
υι	German ü, plus i in machine; often anglicized to we as in we		

**Cardinal numbers**

α'	εἰς, μία, ἓν	one	ν'	πεντήκοντα	fifty
β'	δύο	two	ξ'	ἑξήκοντα	sixty
γ'	τρεῖς, τρία	three	ο'	ἑβδομήκοντα	seventy
δ'	τέσσαρες, -ρα	four	π'	ὀγδοήκοντα	eighty
ε'	πέντε	five	ϙ'	ἐνενήκοντα	ninety
ςξξ		six	ρ'	ἐκατόν	hundred
ζ'	ἐπτά	seven	ρα'	ἐκατόν καὶ εἰς, etc.	one hundred and one, etc.
η'	ὀκτώ	eight	σ'	διακόσιοι, -αι, -α	two hundred
θ'	ἐννέα	nine	τ'	τριακόσιοι, -αι, -α	three hundred
ι'	δέκα	ten	υ'	τετρακόσιοι, -αι, -α	four hundred
ια'	ἐνδεκα	eleven	φ'	πεντακόσιοι, -αι, -α	five hundred
ιβ'	δώδεκα	twelve	χ'	ἑξακόσιοι, -αι, -α	six hundred
ιγ'	τρεῖςκαίδεκα, etc.	thirteen, etc.	ψ'	ἑπτακόσιοι, -αι, -α	seven hundred
κ'	εἰκοσι(ν)	twenty	ω'	ὀκτακόσιοι, -αι, -α	eight hundred
κα'	εἰκοσιν εἰς, etc.	twenty-one, etc.	θ'	ἐννιακόσιοι, -αι, -α	nine hundred
λ'	τριακόντα	thirty	,α	χίλιοι, -αι, -α	thousand
μ'	τεσσαράκοντα	forty	,ι	μύριοι, -αι, -α	ten thousand

**Ordinal numbers**

πρῶτος, -η, -ον	first	δέκατος	tenth
δεύτερος, -α, -ον	second	ἐνδέκατος	eleventh
τρίτος, -η, -ον	third	δωδέκατος	twelfth
τέταρτος	fourth	τρίτος καὶ δέκατος, etc.	thirteenth, etc.
πέμπτος	fifth	εἰκοστός	twentieth
ἕκτος	sixth	εἰκοστός πρῶτος, etc.	twenty-first, etc.
ἑβδομος	seventh	τριακοστός, etc.	thirtieth, etc.
ὄγδοος	eighth	χιλιοστός	thousandth
ἐνάτος	ninth		

The *stigma* (ς, representing *f*), *koppa* (ϙ) and *sampi* (Ϡ) are survivors of an earlier alphabet and are used only in numerical notation.

These numerals, except the cardinals from 5 to 100, are regularly declinable according to the rules of the language.

The numeral characters take an acute accent after them, from 1 to 999. To place an accent below and to the left of a character multiplies it by 1000; e.g., α' = 1, ,α = 1000, ,α ᾿ = 1944.

**Chronology**

The ancient Greek communities had no uniform system of time reckoning. For the purpose of holding Olympic Games they divided time into periods of 4 years, called Olympiads, the first year of the first Olympiad beginning in the middle of the summer of 776 B.C. Each year was divided into 12 months, but there was no division into weeks. From the third century B.C. the era of the Olympiads has been introduced to historical chronology.

The seasons were called *ἔαρ* (ἦρ), spring; *θερος*, summer; *ὄψωρα*, autumn, and *χείμα* (χειμών), winter.

After the rise of Roman supremacy, the Julian calendar was adopted, with the Latin month names transliterated. After the advent of Christianity, the weekly system was adopted, with names of the days as in Modern Greek.

## Months

Ἑκατομβαιῶν	Hecatombaion	About July
Μεταγειτνίων	Metageitnion	August
Βοηδρομιών	Boëdromion	September
Πυανεψιών	Pyanepsion	October
Μαιμακτηριών	Maimacterion	November
Ποσειδεών	Poseideon	December
Ποσειδεών δεύτερος	Second Poseideon	In leap years only
Γαμηλιών	Gamelion	January
Ἀνθεστηριών	Anthesterion	February
Ἐλαφβολιών	Elaphebolion	March
Μουνυχιών	Mounichion	April
Θαργηλιών	Thargelion	May
Σκιροφοριών	Skirophorion	June

These are the months of the Athenian calendar, the best known to us. Several other calendars were in use throughout the ancient Greek world, the beginning of the year falling often at other seasons.

The modern equivalents are, of course, only approximate, as the Greeks had not calculated the year as accurately as more modern mathematicians have. The first day of Hecatombaion was intended to fall upon the summer solstice, but it actually varied from the middle of June to the first week in August.

## Time

ώρα	hour	μήν	month
ἡμέρα	day	ἔτος	year
ἑβδομάς	week		

REFERENCES.—H. W. Smyth, *Greek Grammar*, rev. by G. M. Messing (1956); Liddell and Scott, *A Greek-English Lexicon* "9th" ed. (1925-40); W. Wallace, *Index of Greek Ligatures and Contractions* (*Journal of Hellenic Studies* 43, 1923); R. Proctor, *The Printing of Greek in the Fifteenth Century* (1900); V. Garthausen, *Griechische Palaeographie*. 2. Aufl., 2. Bd. (1913). E. Boisacq, *Dictionnaire étymologique de la langue grecque*. 4. ed. (1950); E. H. Sturtevant, *Pronunciation of Greek and Latin*. 2d ed. (1940).

## GREEK (Modern)

'Εν πάσῃ περιπτώσει ἡ Κυβέρνησις, πρὸ τῆς νέας τροπῆς τῶν γεγονότων, εἶχε χρέος νὰ στείλῃ πρὸς πάντας εἰδοποιήσεις καὶ νὰ δώσῃ τὰς ἀπαιτουμένας δδηγίας.—Eleutherios G. Prebelakēs, Hē Ekstrateia tou Ibraēm Passa eis tēn Argolida.







### Alphabet and pronunciation

A	α	<i>Α α</i>	alpha	<i>a</i> in father; see αἰ, αὐ, under Diphthongs
B	β	<i>Β β</i>	beta	<i>v</i>
Γ	γ	<i>Γ γ</i>	gamma	<i>y</i> in yes before αἰ, εἰ, ηἰ, ιοἰ, υἰ, υἰ; <i>ng</i> in singer before γ, κ, ξ, χ; somewhat like <i>g</i> in go everywhere else; see γγ, γκ, under Digraphs
Δ	δ	<i>Δ δ</i>	delta	<i>th</i> in this, except in νδρ, pronounced <i>ndr</i>
E	ε	<i>Ε ε</i>	epsilon	<i>e</i> in met; see εἰ, εὐ, under Diphthongs
Z	ζ	<i>Ζ ζ</i>	zeta	<i>z</i>
H	η	<i>Η η</i>	eta	<i>ee</i> in eel; <i>y</i> in yet, when after a consonant and before a vowel; see ηυ, under Diphthongs
Θ	θ	<i>Θ θ</i>	theta	<i>th</i> in thin
I	ι	<i>Ι ι</i>	iota	<i>ee</i> in eel; <i>y</i> in yet when initial or after a consonant, before a vowel; see αἰ, εἰ, οἰ, υἰ, under Diphthongs
K	κ	<i>Κ κ</i>	kappa	<i>k</i> ; see γκ, under Digraphs
Λ	λ	<i>Λ λ</i>	lambda	<i>l</i>
M	μ	<i>Μ μ</i>	mu	<i>m</i> ; see μπ, under Digraphs
N	ν	<i>Ν ν</i>	nu	<i>n</i> ; see ντ, under Digraphs
Ξ	ξ	<i>Ξ ξ</i>	xi	<i>x</i> (=ks)
O	ο	<i>Ο ο</i>	omicron	<i>o</i> in for; see οἰ, οὐ, under Diphthongs
Π	π	<i>Π π</i>	pi	<i>p</i> ; see μπ, under Digraphs
P	ρ	<i>Ρ ρ</i>	rho	<i>r</i> , somewhat like the Scotch trilled <i>r</i>
Σ	σ ¹	<i>Σ σ</i>	sigma	<i>z</i> before β, γ, δ, λ, μ, ν, ρ; <i>s</i> everywhere else

[Concluded on following page]

¹ The character σ is used in initial and medial positions in a word; the character ς, in the final position



T	τ		tau	t; see ντ, τξ, τσ, under Digraphs
Υ	υ		upsilon	{ ee in eel; y in yet, after a consonant and before a vowel; see αυ, ευ, ηυ, ου, υι, under Diphthongs
Φ	φ		phi	f
Χ	χ		chi	like a strong h (like German ch)
Ψ	ψ		psi	ps
Ω	ω		omega	o in or

In connected speech, many phonetic changes occur: word-final *n* often drops or becomes *m*, and the first sound of the next word may change, for example, from *p* to *b*; *ts* at the beginning of a word becomes *dz* after a word ending in *n*; many other such differences in pronunciation, between an isolated word and a word in connected speech, are observable. These phenomena, however, are not reflected in the spelling.

Modern Greek uses the same alphabet as Classical Greek, but many of the letters stand for different sounds now because of the linguistic changes that have taken place since classical times. The names of the letters are given here in the usual English version of their Classical Greek form. These names are usually pronounced in English as follows: alpha (*al* as in Alfred), bayta, gamma, delta, épsilon (*o* as in don), zayta, ayta, thayta, eye-ó-ta, kappa, lamda, mew, new, sie (*ie* as in die or sigh), óm-i-kron (*o*'s as in don), pie, roe, sigma, tou (*ou* as in house), yóu-psi-lon (or úp-silon), fie, kie, sie, o-máy-ga. In Modern Greek, the letter names are pronounced ahlfá, veeta, gahma, thelta (*th* as in then), eh-psee-láwn, zeeta, eeta, theeta (*th* as in thin), yoeta, kahpa, lahmvtha (*th* as in then), mee, nee, ksee, oh-mee-kráwn, pee, ro, seeg-ma, tahv, ae-psee-láwn, fee, hee, p-see, o-mée-ga.

It is suggested that for transliterating Modern Greek names, etc., the usual transliteration of the letters be used, regardless of pronunciation: *a, b, g, d, e, z, é, th, i, k, l, m, n, x, o, p, r, s, t, u, ph, ch, ps, ó*. For *β, v* may be used if desired. (Compare with the remarks on transliteration of Classical Greek, p. 419.)

There are two quite different styles of Modern Greek: one is an extremely formal academic style, known as *katharevousa*; the other, called *Demotic Greek*, is used by everybody in daily speech, and in modern novels, stories, poetry, and some newspapers. There are considerable differences between the two styles in grammatical structure and vocabulary, but their pronunciation and spelling are largely the same.

### Special characters

Some of the letters of the alphabet have variant forms: for alpha, α and α; for beta, β and β; for theta, θ and θ; for kappa, κ and κ; for pi, π and π; for phi, φ and φ; for psi, ψ and ψ. These are used interchangeably.

Some Greek letters are exactly or nearly like the corresponding Latin letters: Α α, Β β, Ε ε, Ζ ζ, Ι ι, Κ κ, Μ μ, Ν ν, Ο ο, Σ σ, Τ τ, Υ υ. The other letters are characteristically Greek: Γ γ, Δ δ, Ξ ξ, Η η, Θ θ, Λ λ, μ, ν, Ξ ξ, Π π, Ρ ρ, Σ σ, Φ φ, Χ χ, Ω ω.

### Vowels

The vowels are α, ε, η, ι, ο, υ, and ω, including the three vowels with a subscript (ε, η, and φ), which are pronounced the same as their respective vowels without the subscript. The remaining letters are consonants.

### Combinations of two vowel letters (diphthongs)

αι	as <i>e</i> in met				in met, plus <i>v</i> before vowels and voiced consonants
αυ	as <i>a</i> in watt, plus <i>f</i> before voiceless consonants ( <i>θ, κ, ξ, π, σ, τ, φ, χ, ψ</i> ); as <i>a</i> in watt, plus <i>v</i> before vowels and voiced consonants ( <i>β, γ, δ, ζ, λ, μ, ν, ρ</i> )	ηυ	as <i>ee</i> in eel, plus <i>f</i> , before voiceless consonants; as <i>ee</i> in eel, plus <i>v</i> , before vowels and voiced consonants	οι	as <i>ee</i> in eel; <i>y</i> in yet, when after a consonant and before a vowel
ει	as <i>ee</i> in eel; <i>y</i> in yet, when after a consonant and before a vowel	ου	as <i>ou</i> in group, same as <i>oo</i> in food	υι	as <i>ee</i> in eel
ευ	as <i>e</i> in met, plus <i>f</i> , before voiceless consonants; as <i>e</i>				

Note that *ει, οι, and υι* are pronounced the same as the simple vowels *η, ι, ν*, all like *ee* in eel.

### Combinations of two consonant letters (digraphs)

γκ as *g* in go initially; *ng* in finger, rarely *nk* in sink, elsewhere  
 γγ as *g* in go initially; *ng* in finger, rarely *nk* in sink, elsewhere  
 μπ as *b* in bet initially; *mb* in ember, rarely *mp* in empty, elsewhere  
 ντ as *d* in did initially; *nd* in end, rarely *nl* in enter, elsewhere  
 τζ as *dz* in adz; *j* in judge in some foreign words  
 τσ as *ts* in hats; *ch* in chug in some foreign words

### Consonantal units

For purposes of syllabification, any combination of consonants that may begin a Greek word is a unit. Hence, the following are consonantal units:

βδ, βλ, βρ  
 γλ, γν, γρ  
 δμ, δν, δρ  
 θλ, θν, θρ  
 κλ, κμ, κν, κρ  
 μν

πλ, πν, πρ, πτ  
 σβ, σθ, σκ, σμ, σπ, στ, στρ, σφ, σχ  
 τλ, τμ, τρ  
 φθ, φλ, φν, φρ  
 χθ, χλ, χν, χρ

Also, any group of three consonants, the first two and the last two of which are units, as listed above, are likewise regarded as consonantal units. Thus, *χθρ* is a unit, because *χθ* and *θρ* are units.

### Rules for syllabification

1. Diphthongs, digraphs when they represent a single sound, and consonantal units may not be divided.
2. Division is made on a vowel or on a diphthong before a single consonant, digraph, or consonantal unit: *πα-τέ-ρας, παι-διά, βί-βλος*.
3. In a group of two or more consonants, the division is made before the last consonant, digraph, or consonantal unit: *γλῶσ-σα, πορθ-μός, 'Αγ-γλία, ἄν-θραξ*.
4. Division may be made between vowels not constituting a diphthong or between a diphthong and another vowel: *εὐ-ειδής, θεί-ατρον, λα-ϊκός, οὐ-ϊα*.
5. Certain adverbial prefixes are kept intact. These are: *άν, δια, δις, δυσ, εις, ἐκ, ἐν, ἐξ, μισ, προς, συν, ὑπερ*, and *ὦσ*: *άν-αρχία, ἐξ-άδελφος, ὦσ-τε*.
6. Compound words are divided according to their component parts (and each part according to rules 1 to 5): *φιλ-άνθρωπος, τρις-άθλιος*.
7. Foreign words in Greek orthography are regarded as naturalized words and divided according to rules 1 to 5: *'Αγ-γλία, Βά-σιγ-κτων, 'Εδου-άρ-δος*; but foreign compound words are divided according to their component parts: *Τσ-αχο-σλοβίακία*.

## Illustrative word divisions

[The numbers in parentheses refer to the syllabification rules]

ἀγνω-στι-κός	(2, 2)	με-λαγ-χο-λία	(2, 3, 2)
αἰ-μορ-ρο-ῖ-δες	(2, 3, 4, 2)	με-τα-βάλ-λον-ται	(2, 2, 3, 3)
αἰ-σθαν-τι-κός	(2, 3, 2)	μισ-αν-θρω-πία	(5, 3, 2)
ἄμε-ρι-κα-νός	(2, 2, 2)	μπαρ-μπέ-ρης	(3, 2)
ἀν-ω-δύ-νως	(5, 2, 2)	ναυ-αρ-χεί-ον	(6, 3, 4)
ἀπο-στρα-τεύ-ο-μαι	(2, 2, 4, 2)	νε-ο-ελ-λη-νι-κός	(4, 6, 3, 2, 2)
βα-σί-λει-ον	(2, 2, 4)	Οὐά-σι-γ-κτων	(2, 3)
γλαύ-κω-μα	(2, 2)	πο-λι-τεῖ-αι	(2, 2, 4)
δι-ά-γνω-σις	(4, 5, 2)	πλη-ρε-ξού-σι-οι	(2, 2, 2, 4)
δι-ε-κα-τομ-ύ-ρι-ον	(5, 2, 2, 3, 2, 4)	προσ-έγ-γι-σις	(5, 3, 2)
δύσ-καμ-πτος	(5, 3)	συμ-βαλ-λό-με-νοι	(3, 3, 2, 2)
εἰσ-έρ-χο-μαι	(5, 3, 2)	συν-οι-κέ-σι-ον	(5, 2, 2, 4)
ἐκ-λαμ-πρό-της	(5, 3, 2)	συν-ο-μο-λο-γῶ	(5, 2, 2, 2)
Ἑλ-λά-δος	(3, 2)	συ-στη-μα-τι-κός	(2, 2, 2, 2)
Ἐξ-ο-χό-τη-τα	(5, 2, 2, 2)	σχο-λαρ-χεί-ον	(2, 3, 4)
Ἐξ-ω-τε-ρι-κός	(5, 2, 2, 2)	σω-μα-τι-μ-πο-ρία	(2, 2, 3, 2)
ἐν-ερ-γέ-της	(6, 3, 2)	σω-φρο-νι-στή-ρι-ον	(2, 2, 2, 2, 4)
Εὐ-ρω-πα-ῖ-κός	(2, 2, 4, 2)	τε-λει-ο-ποι-η-σις	(2, 4, 2, 4, 2)
Ζω-άρ-κεια	(4, 3)	τη-λέ-γραμ-μα	(2, 2, 3)
Ἡλεκ-τρο-σκό-πι-ον	(2, 2, 2, 4)	τμη-μα-τάρ-χης	(2, 2, 3)
Ἦνω-μέ-ναι	(2, 2)	τρισ-ά-γι-ος	(6, 2, 4)
θε-ο-κρα-τι-κός	(4, 6, 2, 2)	τρισ-χι-λί-οι	(6, 2, 4)
ἰδι-ο-συγ-κρα-σία	(4, 6, 3, 2)	ὑπερ-ά-γα-θος	(5, 2, 2)
κα-τά-θλι-ψις	(2, 2, 2)	ὑπερ-άν-θρω-πος	(5, 3, 2)
κα-ταρ-τι-σμός	(2, 3, 2)	ὑπερ-λαμ-προς	(5, 3)
Κων-σταν-τί-νος	(3, 3, 2)	φιλ-ά-δελ-φος	(6, 2, 3)
λε-ξι-κο-γρά-φος	(2, 2, 6, 2)	χα-λύ-βδι-νος	(2, 2, 2)
μα-γνη-τι-σμός	(2, 2, 2)	ψευ-δο-μάρ-τυς	(2, 2, 3)
μαι-ευ-τι-κή	(4, 2, 2)	ώρδ-ο-μαι	(4, 2)
με-γα-λει-ό-της	(2, 2, 4, 2)	ώρε-λι-μό-της	(2, 2, 2)

## Accents and diacritics

The three accent marks used in Greek now all represent the same thing—loud stress, although in Classical Greek they are supposed to have represented different pitch accents:

1. The acute (´), which may occur on the vowel, or on the second vowel of a diphthong, in any one of the last three syllables of a word.

2. The circumflex (˘, ˆ), which may occur on the vowel, or on the second vowel of a diphthong, in either of the last two syllables of a word. The circumflex never appears over ε or ο.

3. The grave (ˋ), which may occur only on the vowel, or on the second vowel of a diphthong, in the last syllable of a word; such a word must be followed directly by another word, not a period or comma.

Greek orthography also employs two "breathing" marks:

1. The rough breathing, or spiritus asper (ʰ), which occurs on an initial vowel, or on the second vowel of an initial diphthong. It has no phonetic value, although in Classical Greek it represented an *h* sound before the vowel or diphthong; in transliteration, it may be represented by *h*.

2. The smooth breathing, or spiritus lenis (ʰ), which occurs on an initial vowel, or second vowel of an initial diphthong. It has no phonetic value, and in Classical Greek represented a lack of *h* sound before the vowel.

In text, these breathings and the grave and acute accent marks are placed above and to the left of capital vowel letters, rather than directly above.

Some words, called enclitics, may appear with no written accent at all; the word preceding an enclitic, however (unless it too is an enclitic), will always have at least one accent mark and may have two; e.g., *τοιαῦτά ἐστι*.

Another diacritical mark is the dieresis (trema) (¨), which occurs on the second of two vowels to indicate that they do not form a diphthong, which otherwise they would form: *καί μένος* (pronounced *kaeménos* instead of *kavménos*).

These diacritical marks may form combinations, as follows:

- |               |                    |                  |
|---------------|--------------------|------------------|
| • lenis acute | • asper grave      | • dieresis acute |
| • lenis grave | • circumflex lenis | • dieresis grave |
| • asper acute | • circumflex asper |                  |



An iota is often placed beneath the vowel α, η, or ω, mainly to indicate a declensional or conjugational inflection: ᾱ, the nominative plural of ἄ; τιμῶ, third person singular of τιμῶ. This iota is called *iota subscript*.

### Capitalization

Capitalization is practically the same as in English. The pronoun of address is usually capitalized. (This does not apply to Classical Greek.) Capital letters do not take diacritical marks. If a lowercase accented vowel is capitalized, the accent mark is dropped. (In Classical Greek this is quite true but this statement should perhaps be modified to the effect that it applies to whole words spelled out in capitals, not to those beginning with capitals; the example illustrates the case well.) An initial capital vowel, however, carries the accent mark before it. The *iota subscript* may be placed either beneath the vowel or changed into a regular *iota* and placed right after the vowel. Thus the words ἄγιος, ἄδης, and ἄπό, if capitalized, are set ἌΓΙΟΣ, ἌΔΗΣ, and ἈΠΟ. Ἄδης may also be set Ἀἰδης. In Classical Greek *iota subscript* cannot stand under capital; if the letter under which it stands is capitalized then *iota subscript* becomes *iota adscript*; e.g., ΘΗΙ ΩΙΔΗΙ—τῇ ᾠδῇ or Ἰδιδῇ.

### Punctuation

The comma, the period, and the exclamation point are the same as in English and are used similarly. The semicolon and the colon are represented by a point above the line. The question mark resembles the English semicolon. The scheme for quotation marks is the same as in the western languages.

### Abbreviations

A. E.	Αὐτοῦ Ἐξοχότης, His Excellency
A. M.	Αὐτοῦ Μεγαλειότης, His Majesty
B. Δ.	Βασιλικὸν Διάταγμα, Royal Decree
βλ.	βλέπε, see
δηλ.	δηλαδή, that is, namely, to wit
δρ.	δραχμή, drachma
δράμ.	δράμιον, dram
Δ. Φ.	Διδάκτωρ Φιλοσοφίας, Ph. D.
Δ. Ν.	Διδάκτωρ Νομικῆς, LL. D.
ἐ. ἀ.	ἐνθα ἀνωτέρω, loc. cit.
ιδ.	ιδέ, see
Ι. Χ.	Ἰησοῦς Χριστός, Jesus Christ
Καθ.	Καθηγητής, Prof.
Κος	Κύριος, Mr.
Κα	Κυρία, Mrs.
κτλ.	καὶ τὰ λοιπὰ, etc.
κ. τ. δ.	καὶ τὰ ὅμοια, and the like
κφλ.	κεφάλαιον, chapter
λπτ.	λεπτά, lepta
μέρ.	μέρος, part
μ. μ.	μετὰ μεσημβρίαν, p.m.
μ. Χ.	μετὰ Χριστόν, A.D.

N. Δ.	Νέα Διαθήκη, New Testament; Νομοθετικὸν Διάταγμα, Legislative Ordinance
ν. ἡμ. Ο'	νέον ἡμερολόγιον, New Calendar
Π. Δ.	Ἑβδομήκοντα, Septuagint
παλαιά Διαθήκη	Old Testament; Προεδρικὸν Διάταγμα, Presidential Order
πλ.	πληθυντικός, plural
π. μ.	πρὸ μεσημβρίας, a.m.
πρβλ.	παράβαλε, compare, cf.
π. Χ.	πρὸ Χριστοῦ, B.C.
π. χ.	παραδείγματος χάριν, for example, e.g.
σεβ.	σεβαστός, Hon.
σελ.	σελίς, page
στήλ.	στήλη, column
σύγκρ.	σύγκρινε, compare, cf.
τ. ἐ.	τοῦτ' ἐστιν, that is, i.e.
τόμ.	τόμος, volume
T. Σ.	τόπος σφραγίδος, L.S., locosigilli
τρ. ἐτ.	τρέχοντος ἔτους, current year
φ.	φύλλον, folio
χιλ.	χιλιόμετρον, kilometer

### Cardinal numbers

εἷς (ένας), μία, έν(α)	one
δύο	two
τρεῖς, τρία	three
τέσσαρες, -α	four
πέντε	five
ἕξ(ι)	six
ἐπτά (έφτά)	seven
ὀκτώ	eight
ἐννέα	nine
δέκα	ten
ἑνδεκα	eleven
δώδεκα	twelve
δεκατρεῖς (m. and f.), δεκατρία (n.)	thirteen
δεκατέσσαρες (m. and f.), δεκατέσσαρα (n.)	fourteen
δεκαπέντε, etc.	fifteen, etc.
είκοσι	twenty

είκοσι ένα (m. and n.), είκοσι μία (f.)	twenty-one
είκοσι δύο, etc.	twenty-two, etc.
τρια(κο)ντα	thirty
σαράντα	forty
πενήντα	fifty
ἑξήντα	sixty
ἑβδομήντα	seventy
ογδώντα	eighty
ενενήντα	ninety
ἐκατόν	one hundred
ἐκατόν ένας, etc.	one hundred and one, etc.
διακόσια	two hundred
τριακόσια	three hundred
τετρακόσια, etc.	four hundred, etc.
χίλια	thousand
δύο χιλιάδες, etc.	two thousand, etc.
έν εκατομμύριον	one million

NOTE.—Modern Greek uses the Arabic figures for ordinary number work. Where western languages use Roman numerals, the Modern Greek uses the same scheme of letters as used in Classical Greek. (See p. 420.)

### Ordinal numbers

πρῶτος	first	εἰκοστός	twentieth
δεύτερος	second	εἰκοστός πρῶτος,	twenty-first, etc.
τρίτος	third	etc.	
τέταρτος	fourth	τριακοστός	thirtieth
πέμπτος	fifth	τεσσαρακοστός	fortieth
ἕκτος	sixth	πεντηκοστός	fiftieth
ἑβδομος	seventh	ἑξηκοστός	sixtieth
ὀγδοος	eighth	ἑβδομηκοστός	seventieth
ἐννατος	ninth	ὀγδοηκοστός	eightieth
δέκατος	tenth	ἐννεηκοστός, etc.	ninetieth, etc.
ἐνδέκατος	eleventh	ἐκατοστός	hundredth
δωδέκατος	twelfth	χιλιοστός	thousandth
δέκατος τρίτος, etc.	thirteenth, etc.	ἐκατομυριοστός	millionth

### Months

Ἰανουάριος	January	Ἰούλιος	July
Φεβρουάριος	February	Αὐγούστος	August
Μάρτιος	March	Σεπτέμβριος	September
Ἀπρίλιος	April	Ὀκτώβριος	October
Μάιος	May	Νοέμβριος	November
Ἰούνιος	June	Δεκέμβριος	December

### Days

Κυριακή	Sunday	Πέμπτη	Thursday
Δευτέρα	Monday	Παρασκευή	Friday
Τρίτη	Tuesday	Σάββατο(ν)	Saturday
Τετάρτη	Wednesday		

### Seasons

ἄνοιξις	spring	φθινόπωρον	autumn
καλοκαίρι	summer	χειμῶν (χειμῶνας)	winter

### Time

ώρα	hour	μήνας	month
ἡμέρα	day	ἔτος	year
ἑβδομάς	week		

REFERENCES.—K. Petraris and W. H. D. Rouse, *A Handbook of the Modern Greek Spoken Language* (1941); A. Thumb and J. Kalitsunakis, *Grammatik der neugriechischen Volkssprache* (1928); Hubert Pernot, *Grammaire de grec moderne* (1930); I. Kykkotis, *English-Greek and Greek-English Dictionary* (1942); H. and R. Kahane, Ralph L. Ward, *Spoken Greek* (1945); J. T. Pring, *comp.*, *The Oxford Dictionary of Modern Greek* (Greek-English) (1965); D. C. E. Swanson and S. P. Djaferis, *Vocabulary of Modern Spoken Greek* (English-Greek and Greek-English) (1959); F. W. Householder, K. Kazazis, and A. Koutsoudas, *Reference Grammar of Literary Dhimotiki* (1964); O. Mavrophidou, *A Handbook of the Greek Stylized (Katharevousa) Language* (1953); A. Thumb, *A Handbook of the Modern Greek Language* (1964).

## HEBREW

בְּרֵאשִׁית בָּרָא אֱלֹהִים אֶת הַשָּׁמַיִם וְאֶת הָאָרֶץ: וְהָאָרֶץ הָיְתָה תֹהוֹ וְבָהוּ וְהַשָּׁךְ עַל־פְּנֵי תְהוֹם וְרוּחַ אֱלֹהִים מְרַחֶפֶת עַל־פְּנֵי הַמָּיִם: וַיֹּאמֶר אֱלֹהִים יְהִי אוֹר וַיְהִי־אוֹר: וַיֵּרָא אֱלֹהִים־אֶת־הָאֹר כִּי־טוֹב וַיְבָרֶךְ אֱלֹהִים בַּיּוֹם הַהוּא וַיִּבְרַךְ אֱלֹהִים אֶת־הַיּוֹם וַיֹּאמֶר קָרָא לְלֵילָה וַיְהִי־עֶרֶב וַיְהִי־בֹקֶר יוֹם אֶחָד: Genesis 1: 1-5—

### Alphabet, transliteration, and pronunciation

	Name	Transliteration	Phonetic value	Numeral value
א	'Alef	' or omit	originally a glottal stop; now silent	1
ב	Bēth	<i>b, v</i>	<i>b, v</i>	2
ג	Gīmel	<i>g</i>	<i>g</i> in <i>go</i>	3
ד	Daleth	<i>d</i>	<i>d</i>	4
ה	Hē	<i>h</i>	<i>h</i> ; silent at end of word	5
ו	Wāw	<i>w</i>	originally <i>w</i> ; now <i>v</i>	6
ז	Zayin	<i>z</i>	<i>z</i>	7
ח	Ḥēth	<i>ḥ</i>	a strong <i>h</i>	8
ט	Ṭēth	<i>ṭ</i>	originally emphatic <i>t</i> ; now <i>t</i>	9
י	Yōd	<i>y</i>	<i>y</i> in <i>yes</i>	10
כ	ך	<i>k, kh</i>	<i>k, kh</i> as German <i>ch</i>	20
ל	Lamed	<i>l</i>	<i>l</i>	30
מ	ם	<i>m</i>	<i>m</i>	40
נ	ן	<i>n</i>	<i>n</i>	50
ס	Samekh	<i>s</i>	<i>s</i> in <i>so</i>	60
ע	'Ayin	'	originally a laryngeal voiced spirant; now silent	70
פ	ף	<i>p, f</i>	<i>p, f</i>	80
צ	ץ	<i>ṣ</i>	originally emphatic <i>s</i> ; now <i>ts</i> in <i>pets</i>	90

[Concluded on following page]



	Name	Transliteration	Phonetic value	Numerical value
ק	Qōf	q	originally velar <i>k</i> ; now <i>k</i>	100
ר	Rēsh	r	r, as in French uvular or Italian trilled	200
ש	Śin, Shīn	ś, sh	ś; originally palatal; now s in so; sh as in shoe	300
ת	Tāw	t	t; originally also like th in thin	400

Hebrew uses no capitals at beginning of words, such as proper names.

Hebrew follows English and American usage with regard to quotation marks and italics.

In transliteration, especially of names, the macrons over vowels and the dots under consonants, as well as ' and ' are often omitted; ' is also printed as '. For *f*, *ph* is often used. For *ś*, an ordinary *s* is often found, and then samekh is sometimes represented by *ś*. For *sh*, *ś* is sometimes used, especially in scholarly works.

There are other special transliteration practices to be found in scholarly works.

Hebrew is read from right to left. Its alphabet consists of 22 letters, all consonants; the vowels are represented by vowel signs or points, as explained under Vowels below.

### Special characters

Five of the letters (*kaf*, *mēm*, *nūn*, *pē*, and *śadē*) have a so-called final form, shown immediately to the right of its respective regular form. This final form is used as the final letter of a word.

Eight of the letters represent two sounds each, distinguished by means of a dot, as follows:

ב as b or v	ב as b or bb
ג as g; also like Dutch <i>g</i>	ג as g in big, <i>gg</i>
ד as d; and like <i>th</i> in then	ד as d, <i>dd</i>
ה as h or silent	ה as hh (stronger aspiration)
כ as k or German <i>ch</i>	כ as k, <i>kk</i>
פ as p or f	פ as p, <i>pp</i>
צ as sh	צ as s in sin
ת as t or th	ת as t, <i>tt</i>

Some of the letters seem to be more or less similar. These are grouped, for the convenience of identification, within brackets below:

[ Bēh Kaf ]	[ Daleth Kaf (final) Resh ]	[ Mēm (final) Samekh ]
[ Gimel Nūn ]	[ Tet Mēm ]	[ 'Ayin Śadē ]
[ Heh Hē Tāw ]	[ Wāw Zayin Yōd Nūn (final) ]	

### Vowels

The vowels are represented by marks called vowel points. These are placed above or below the consonant and, with the exception of the furtive pataḥ, have the effect of a vowel following the consonant; e.g., ב (ba), בֵּ (bē). The forms, names, and sounds of the vowels are as follows:

#### Long Vowels

• Qameṣ ā	a as in palm
• Šere ē	ei as in vein
• Hirik gadol ī	i as in machine
• Ḥolam ō	o as in no
• Šuruk ū	oo as in moon

#### Short Vowels

• Pataḥ a	a as in part (short)
• Segol e	e as in bed
• Hirik katon i	i as in big
• Qameṣ katon o	o as in soft
• Kubbutz u	u as in full

### The furtive pataḥ

All vowels are pronounced as if they follow the consonant to which they are ascribed, with the exception of final ה, which is pronounced not *ha*, but *aḥ*. This pataḥ is termed "furtive pataḥ."

### The shwa

Sometimes shwa represents the sound of the first *e* in believe; e.g., שָׁמַע (shema); it may be transliterated *. At other times it is not pronounced, as in אַבְרָם (avrom), so that a consonant cluster results. Also, shwa is written, according to certain rules for writing Hebrew, before the points for *a*, *e*, and *o* to represent a very short vowel; e.g., אֵי, אֶמֶת, חֵלִי. These vowel point combinations, םֿ, םֿ׃, and םֿ׃ are transliterated *ā*, *ē*, and *ō*, respectively.

### Punctuation and accentuation

Although the principles and marks of punctuation in modern Hebrew are, in the main, as in English, Scriptural Hebrew employs, in addition to the vowel points, 21 accent marks, which are placed either singly or in various combinations above or below the consonantal characters they modify. These have a threefold object: (a) to indicate stress; (b) to direct cantillation—the chanting in which the Scriptures are intoned; and (c) to indicate distinctions in the meanings of words, e.g., בָּנִי they build, but בְּנִי in us.

As marks of cantillation, accent marks are divided into two classes: disjunctives and conjunctives, the former corresponding to marks of separation in English—the period, semicolon, comma, etc., the latter indicating that the word bearing them is connected in sense with that which follows. The table presents the forms, names, and classifications of these accents:

#### Disjunctives

Form	EMPERORS (מְלָכִים)	Name	Form	PRINCES (מְשִׁנִּים)	Name
ךְ	Silluq	סִלּוּק	זָ	Zarqā'	זֶרְקָא
ךְ	'Ethnāh	אֶתְנַח	זָ	Pašā'	פַּשְׂאָה
			ךְ	Yithiv	יְתִיב
			ךְ	Tivir	תִּבִּיר
			זָ	'Azlā'	אֶזְלָא
			זָ	Gērēš	גֶּרֶשׁ
			זָ	Gērāyim	גֶּרְאִים
	KINGS (מְלָכִים)			COUNTS (שְׂלִישִׁים)	
זָ	S'gōlā'	סְגוּלָא	זָ	Pāzēr	פֹּזֵר
זָ	Zāqēf Qāṭōn	זָקֵף קָטָן	זָ	Qarnēy Fārāh	קַרְנֵי פָרָה
זָ	Zāqēf Gādōl	זָקֵף גָּדוֹל	זָ	Tivīšāh G'dōlāh	תִּבִּישָׁה גְּדוּלָה
ךְ	Tipp'hā'	טִפְפָּה	זָ	Tivīšāh Q'iannāh	תִּבִּישָׁה קִטְנָה
זָ	Rivā'	רִבִּיעַ	זָ	P'siq	פְּסִיק
זָ	Šālšeleth	שְׁלֹשָׁלָת			

#### Conjunctives

ךְ	Mūnah	מוֹנַח	ךְ	Dargā'	דֶּרְגָא
ךְ	Mahpakh	מַהֲפֹךְ	ךְ	Merkā'	מֶרְכָא
זָ	Qadmā'	קֶדְמָא	ךְ	Merkā' K'fūlāh	מֶרְכָא כְּפוּלָה

There are also three supplementary marks of interpunction: The *soph-pasuk* (:), terminal mark of a verse; the *pesik* (|), for a pause within the verse; and *makkēph* (-), the elevated hyphen between words.

## Syllabification

Words in modern Hebrew may be divided between syllables of three or more letters.

## The calendar

The Hebrew calendar was given its present fixed form by Hillel II about A.D. 360. It is based on a year of 12 months, alternating 30 and 29 days, with an intercalary month of 29 days in leap year. These months, with their corresponding periods in the Gregorian calendar, are as follows:

Tishri	תשרי	September-October
Heshvan	חשון	October-November
Kislev	כסלו	November-December
Tevet	טבת	December-January
Shevat	שבט	January-February
Adar	אדר	February-March
Veadar	ואדר	Intercalary month
Nisan	ניסן	March-April
Iyar	אייר	April-May
Sivan	סיון	May-June
Tammuz	תמוז	June-July
Av	אב	July-August
Elul	אלול	August-September

The year begins on the first day of the month of Tishri, which is the day of the Molad, or appearance of the new moon, nearest the autumnal equinox. The actual date is, however, sometimes shifted 1 or 2 days, according to specific regulations; thus, New Year may not fall on either a Friday or a Sunday, since that would conflict with the observance of the Sabbath; nor, for a like reason, may it come on a Wednesday, since that would cause Atonement Day to come on a Friday.

To convert a given year (anno Domini) into its corresponding Hebrew year (anno mundi), add 3,760 to the former, bearing in mind, however, that the year begins in September. As the Hebrew calendar omits the thousands, the year 5705, corresponding to the Christian year 1945, is represented in Hebrew characters by תש"ה, 705, these characters, as already explained, denoting 400, 300, and 5, respectively.

The days of the week are referred to as first day, second day, etc., the seventh being called Sabbath (שבת). The holidays, festivals, and fasts, with their dates, are as follows:

Rosh Hashana (New Year, Tishri 1)	ראש השנה
Tsom Gedaliah (Fast of Gedaliah, Tishri 3)	צום גדליה
Yom Kippur (Day of Atonement, Tishri 10)	יום כיפור
Sukkoth (Feast of Tabernacles, Tishri 15-22)	סוכות
Simhath Torah (Rejoicing Over the Law, Tishri 23)	שמחת תורה
Hanukkah (Feast of Dedication, Kislev 25)	חנוכה
Asarah be-Tevet (Fast of Tevet, Tevet 10)	עשרה בטבת
Purim (Feast of Lots, Adar 14)	פורים
Pesah (Passover, Nisan 15-21)	פסח
Shabuoth (Feast of Weeks, Sivan 6)	שבועות
Tishah be-Av (Fast of Av, Av 9)	תשעה באב

## Abbreviations

In Hebrew, abbreviations are set as follows: If of one letter, one prime mark (') is used after the letter; if of more than one letter, a double prime (") is used



just before the last letter. Vowel points are always omitted. The abbreviations most frequently used are as follows:

Sir, Master, Mr.; thousand.....  
 Aleph Beth (the alphabet).....  
 Said our learned ones of blessed memory.....  
 The Land of Israel (Palestine).....  
 God willing.....  
 Synagogue.....  
 Sons of Israel, the Jews.....  
 In these words, viz.....  
 The author.....  
 Gaon (title of Jewish princes in the Babylonian exile), His Highness, His Majesty.....  
 The laws of Israel.....  
 The Holy One, Blessed be He (the Lord).....  
 Destruction of the First Temple.....  
 Destruction of the Second Temple.....  
 Exodus from Egypt.....  
 As it was said; as it was written.....  
 A.M. (anno mundi).....  
 The Holy Language (Hebrew).....  
 Good luck; I congratulate you.....  
 The Sacred Books.....  
 The Holy Scroll.....  
 May he rest in peace.....  
 In the Hereafter.....  
 New Year's Eve.....  
 Sabbath Eve.....  
 Verse; chapter.....  
 The judgment of the court.....  
 Saint (St.); Zion.....  
 Recognition of God's justice.....  
 The reading of the Holy Scroll.....  
 First of all.....  
 Our Rabbis of Blessed Memory.....  
 Rabbi Moses, son of Maimon (Maimonides).....  
 Catalog.....  
 Year; line; hour.....  
 Sabbath days and holidays.....  
 As stated.....  
 Babylonian Talmud.....  
 The Books of the Law, the Prophets, and Hagiographa (Old Testament)

א', אדון; אלף  
 א"ב, אלף בית  
 אחול, אמרו חכמי וכתם  
 לברכה  
 א"י, ארץ ישראל  
 א"ה, אם ירצה השם  
 בהכ"ז, בית הכנסת  
 ב"י, בני ישראל  
 בהל"ל, בזה הלשון  
 בע"מ, בעל מחבר  
 נ', נתן  
 ד"י, דיני ישראל  
 הקב"ה, הקדוש ברוך הוא  
 חב"ד, חרבן בית ראשון  
 חב"ש, חרבן בית שני  
 צ"מ, יציאת מצרים  
 כ"מ, כמו שנאמר; כמו שכתב  
 לבי"ע, לבריאח עולם  
 לה"ק, לשון הקדש  
 מ"ס, מול טוב  
 סה"ק, ספרים הקדושים  
 ס"ה, ספר תורה  
 ע"ה, עלי השלום  
 עה"ב, עולם הבא  
 ער"ה, ערב ראש השנה  
 ע"ש, ערב שבת  
 פ', פסוק; פרק  
 פב"ד, פסק בית דין  
 צ', צדיק; ציון  
 צה"ד, צדוק הדיון  
 קה"ת, קריאת התורה  
 קכ"ד, קדם כל דבר  
 רז"ל, רבותי וכתם לברכה  
 רמב"ם, ר' משה בן מימון  
 רש"י, רשימת ספרים  
 ש, שנה; שורה; שעה  
 שו"ס, שבתות וימים טובים  
 ש', שנאמר  
 ת"ב, תלמוד בבלי  
 תנ"ך, תורה, נביאים, כתובים

### Cardinal numbers

one	אחד, אחד	twenty	עשרים
two	שנים, שנים	thirty	שלשים
three	שלוש, שלש	forty	ארבעים
four	ארבעה, ארבע	fifty	חמשים
five	חמשה, חמש	sixty	ששים
six	שה, שש	seventy	שבעים
seven	שבעה, שבע	eighty	שמנים
eight	שמה, שמונה	ninety	תשעים
nine	תשעה, תשע	hundred	מאה
ten	עשרה, עשר	thousand	אלף

In forming the numbers from 11 to 19, the terms עשרה in the feminine and עשר in the masculine are used, preceded by the proper unit number; for 21 and upward, the term corresponding to the proper tenth digit is followed by the proper unit term preceded by the conjunction ו, and; e.g., twelve עשר, twenty-four עשרים וארבע, etc.

**Ordinal numbers**

first	ראשון	sixth	ששי
second	שני	seventh	שביעי
third	שלישי	eighth	שמיני
fourth	רביעי	ninth	תשיעי
fifth	חמישי	tenth	עשירי

After 10 the ordinals are similar in form to the cardinals with the addition of the definite article ה; e.g., העשרים, the twentieth.

**Seasons**

spring	אביב	autumn	סתיו
summer	קיץ	winter	חורף

**Time**

hour	שעה	month	חודש
day	יום	season	מזג
week	שבוע	year	שנה

REFERENCES.—J. Philips and A. Hyman, *Complete Instructor in Hebrew* (1919); J. Weingreen, *A Practical Grammar for Classical Hebrew* (1939); A. S. Waldstein, *English Hebrew and Hebrew English Dictionary* (1936); P. Arnold-Kellner and M. D. Gross, *Complete Hebrew-English Dictionary* (1923).

## HUNGARIAN

Az ótátrafüredi vendéglőben már nem muzsikált a cigány és a vendégek nagy része is elutazott már haza. Akik még ott maradtak, az a pár ember, elért a vacsoránál három-négy asztal körül. Pedig most járt a leggyönyörűbb idő, az esős nyarat tiszta, napsütéses őszt váltotta föl.—K. Csathó, 'A varjú a toronyórán'.

### Alphabet and pronunciation

A	a	<i>aw</i> in law, but shorter
Á	á	<i>a</i> in father; in family names sometimes written <i>aa</i> , <i>ad</i>
B	b	<i>b</i>
C	c	<i>ts</i>
Cs	cs	<i>ch</i> in church
D	d	<i>d</i>
Dz	dz	as <i>d</i> followed by <i>z</i>
Dzs	dzs	as <i>j</i> in judge
E	e	<i>e</i> in met
É	é	somewhat like <i>ei</i> in eight
F	f	<i>f</i>
G	g	<i>g</i> in go
Gy	gy	somewhat like <i>dy</i> in did you, said rapidly
H	h	<i>h</i>
I	i	<i>i</i> in hit; at the end of historic family names sometimes written <i>y</i>
Í	í	<i>ee</i> in meet
J	j	<i>y</i> in yes
K	k	<i>k</i>
L	l	<i>l</i>
Ly	ly	<i>y</i> in yes
M	m	<i>m</i>
N	n	<i>n</i> ; before <i>g</i> , as <i>ng</i> in finger; before <i>k</i> , as in sink
Ny	ny	somewhat like <i>ny</i> in canyon
O	o	<i>o</i> in November (short)
Ó	ó	<i>o</i> in no; in family names sometimes written <i>oo</i> , <i>oó</i>
Ö	ö	like short German <i>ö</i> or French <i>eu</i> ; in family names sometimes written <i>eö</i> , <i>ew</i>
Ő	ő	like long German <i>ö</i> or French <i>eu</i> ; in family names sometimes written <i>eö</i>
P	p	<i>p</i>
Q	q	
R	r	trilled <i>r</i>
S	s	<i>sh</i> in shoe
Sz	sz	<i>s</i> in so
T	t	<i>t</i>
Ty	ty	somewhat like <i>ty</i> in tune
U	u	somewhat like <i>oo</i> in good
Ú	ú	<i>oo</i> in food

[Concluded on following page]



Ü	ü	like short German ü or French u
Ű	ű	like long German ü or French u
V	v	v; in historic family names sometimes written w
W	w	
X	x	
Y	y	
Z	z	z in zone
Zs	zs	s in pleasure

### Special characters

Hungarian uses the Latin alphabet with the addition of the following special characters: *Á á, Ê ê, Î î, Ó ó, Ő ő, Ű ú, Û û, and Ű ű.*

### Vowels and consonants

The vowels are *a, á, e, é, i, í, o, ó, ő, ű, u, ú, ü, and ű;* the remaining letters of the alphabet are consonants.

The vowels *á, é, í, ó, ő, ú, and ü* are long; the other vowels are short. Double consonants are pronounced long, somewhat in the manner of *n(k)n* in penknife. When doubled, *cs, gy, ly, ny, sz, ty, and zs* are written *ccs, ggy, lly, nny, ssz, tty, and zzs.*

The combination *qu* is pronounced *kv*; *w* is usually pronounced *v*; *x* is pronounced as though written *ksz*. The letter *y* in many family names is pronounced as though written *i*.

### Diphthongs

Standard Hungarian has no diphthongs. Each vowel is fully articulated.

### Compound letters

The compound letters and their sounds are:

<i>ch</i> as <i>ch</i> in church (old spelling and foreign words as <i>technika, mechanika</i> )	<i>gy</i> (see Alphabet and pronunciation)
<i>cs</i> (see Alphabet and pronunciation)	<i>ly</i> (see Alphabet and pronunciation)
<i>cz</i> now written <i>c</i> , like <i>ts</i>	<i>ny</i> (see Alphabet and pronunciation)
<i>dz</i> as <i>d</i> followed by <i>z</i> (see Alphabet and pronunciation)	<i>ph</i> as <i>f</i> (in foreign words)
<i>dzs</i> as <i>j</i> in judge (see Alphabet and pronunciation)	<i>rh</i> as though written <i>r</i> (old spelling and foreign words)
<i>gh</i> as <i>g</i> in go (old spelling)	<i>sz</i> (see Alphabet and pronunciation)
	<i>th</i> as <i>t</i> (old spelling and foreign words)
	<i>ty</i> (see Alphabet and pronunciation)
	<i>zs</i> (see Alphabet and pronunciation)

### Main rules for syllabification

1. Every word consists of as many syllables as the number of vowels in it. Consonants alone do not constitute syllables: *fi-a-i, ro-ko-na-ink, a-me-ri-ka-i, ma-gyar, ki-áll.*

2. Vowels which constitute syllables in themselves may be left at the end of the line or transferred to the next line: *dia-dal* or *di-adal, fia-tal* or *fi-atal, hiá-ba* or *hi-ába.* The same rule applies to the division of derivative forms: *áru-i-ból* or *áru-iból, könyvei-tek* or *könyve-itek.*

3. However, it is not customary to leave one letter at the end of the line or to bring one over to the next: *aka-rat* (not *a-karat*), *ha-zai* (not *haza-i*).

4. If there is only one consonant between two vowels it is attached to the second syllable: *a-dok, pa-pír, ko-sár.*

5. Double letters indicative of long consonants between two vowels are divided: *fil-lér, ket-tő; em-ber-rel, víz-zel, szeb-bé, job-bat, hit-tem, tol-las, sok-kal.*

6. Compound letters may not be divided; they are treated as single (short) consonants: *asz-tal, mor-zsa, tarisz-nya, ar-chivum; kin-cses, má-zsás, almana-chol.*

7. Divided double compound letters representing long consonants (such as *ccs, ggy, lly, nny, ssz, tty* for *ccs, gygy, lyly, nyny, szsz, tlyty*) are repeated in full forms: *hossz-szű* (from: *hosszú*), *fagy-gyú* (from: *faggyú*), *haty-tyú* (from: *hattyú*).

8. The compound consonants *dz* and *dzs* are separated as follows: (a) when a consonant appears before them: *brin-dza* (from: *brindza*), *lán-dzsa* (from: *lándzsa*); (b) when a vowel appears before them: *mad-zag* (from: *madzag*), *maharad-zsa* (from: *maharadzsa*).

9. In a group of two or more consonants, division is made before the last consonant (including compound letters): *ab-rak, al-szik; temp-lom, lajst-rom; nyolc-kor, part-ra, rend-ben; sakk-ban, rossz-ra; kard-dal, kulcs-csal, rongy-gyá.*

10. Compound words are divided according to their formative elements: *vas-út, kert-ajtó, rend-őr, csak-is; egyszer-egy, kis-asszony, tölgy-erdő, rozs-szalma*. The same applies to derivatives of compound words: *vas-útas, rend-őri, kis-asszonynak*.

11. The same rule applies to certain nominal and adverbial prefixes (originally separate words) which are kept intact, such as: *al, alá, át, el, elé, elöl, fel, fenn (fent), hátra, ki, kinn (kint), leg, meg, össze, szét, túl, viszont*, in words like *al-elnök, át-adás, fel-adat, ki-esés, leg-első, meg-ette, össze-írás*.

12. Frequently used foreign words are divided as the original stock of the Hungarian vocabulary: *ar-zén, elekt-romos, gra-fikon*. The same applies to compound foreign words of wide acceptance in which the etymological boundaries between the components may not be apparent for the general Hungarian speaker: *de-magóg, demok-rácia, inf-luenza, inst-ruktor, mo-narchia, prog-ram, ref-lez*. But: *extra-profit, kilo-gramm, melo-dráma*.

13. Last syllables of the Hungarian derivatives of foreign words are divided according to the rules of Hungarian syllabification: *eminen-sek, helikopte-ren, extrapofi-lért, heliocentriku-san, refle-zek*.

14. Infrequently used foreign words and components of foreign words are divided according to their respective conventions: *dia-fragment, bif-sztek, champi-gnon*.

15. Not compound forms of Hungarian and foreign proper names, including family names, are divided according to the rules of Hungarian syllabification: *Köl-csey, Mó-ricz; Schil-ler, Tolsz-toj; Bor-sod, Moszk-va; Sziny-nyei* (from: *Szinnyei*), *Berety-tyó* (from: *Berettyó*), *Megy-gyes* (from: *Meggyes*). The same applies to derivatives of proper names: *Balo-ghot* (but *Ba-logh*), *Gorki-jig* (but *Gor-ki-j*), *Budapes-ti* or *budapes-ti* (but *Buda-pest*), *Regensbur-gig* (but *Regens-burg*); *Kovács-csal* (from: *Kováccsal*), *Wass-sal* (from: *Wassal*), *Végh-gel* (from: *Végghel*), *György-gyel* (from: *Györggyel*), *Grimm-mel* (from: *Grimmel*).

16. Since *ch* and *x* are regarded as symbols for short (single) consonants, they are treated in syllabification of foreign words as single letters: *Mün-chen, Ri-chard, Me-zikó, Xer-zes*. The same applies to syllables in derivatives beginning with these letters: *Züri-chig, Féli-zet*; but *Félix-szel* (from: *Félixszel*).

### Illustrative word divisions

[The numbers in parentheses refer to the syllabification rules]

aka-dá-lyoz	(1, 3, 6)	is-me-re-tes	(9, 1, 4)
akas-zta-ni	(1, 3, 4, 6)	jog-el-le-nes	(10, 5, 4)
Ál-la-mok	(5, 4)	ki-kvár-té-lyoz	(11, 14, 9, 6)
al-or-vos	(11, 9)	ki-prő-bál-ni	(11, 4, 9)
alu-szé-kony	(1, 6, 4)	kis-is-ko-la	(10, 9, 4)
ame-ri-kai	(1, 4)	kom-pro-mit-tál-ni	(14, 14, 5, 9)
an-tro-po-ló-gia	(14, 4, 4, 4)	kon-gresz-szus	(14, 15)
át-ál-lít	(11, 5)	leg-drá-gább	(11, 4)
azo-no-sí-tás	(1, 3, 4)	leg-e-rő-sebb	(11, 1, 3, 4)
ba-rá-ti-as	(4, 1)	le-gön-gyöl	(11, 6)
bo-lyon-ga-ni	(6, 9, 1, 4)	ma-gya-ros-ság	(6, 5)
ci-ga-ret-ta	(1, 4, 5)	meg-a-la-kit	(11, 1, 3, 4)
ci-mez-ni	(1, 4, 4)	mik-ro-sz-kóp	(12, 6)
Cseh-szlo-vá-kia	(10, 14, 1, 3)	Né-met-or-szág	(2, 10, 6)
cse-le-ked-ni	(4, 4, 9)	né-me-tül	(2, 3)
csil-lag-év	(5, 10)	nép-ok-ta-tás	(10, 9, 3)
cu-kor-nád	(4, 10)	név-a-lá-í-rás	(10, 1, 11, 1, 3)
de-ka-gramm	(12)	or-vo-si	(9, 4)
el-ad-ni	(11, 9)	or-vos-sá-gos	(9, 5, 4)
elő-a-dás	(11, 1, 4)	oszt-ha-tat-lan	(4, 4, 9)
elő-ze-tes	(11, 4)	ön-ál-lót-lan	(10, 5, 9)
em-be-rek	(1, 4)	őr-ál-lás	(10, 5)
em-ber-is-me-ret	(9, 10, 9, 4)	ős-e-lem	(10, 1, 4)
fel-ál-lí-tás	(11, 5, 3, 4)	szét-osz-tás	(11, 9)
fél-esz-ten-dő	(10, 6, 9)	Szov-jet-o-rosz-or-szág	(15, 1, 4, 10, 6)
fent-em-lí-tett	(11, 9, 1, 4)	túl-é-rő	(11, 1, 3)
fe-nye-ge-tés	(1, 6, 4)	út-le-vél	(10, 4)
gőz-ha-jó	(10, 4)	vi-szont-ha-tás	(6, 11, 4)
gyó-gyá-szat	(6, 6, 6)	vi-szo-nos-ság	(6, 3, 5)
gyó-gyít-ha-tó	(6, 9, 4)	za-var-gás	(4, 9)
hi-á-nyos	(1, 6)	zűr-za-var	(10, 4)
iga-zít-ha-tó	(1, 4, 4)	zsar-nok-ság	(4, 4)
írás-hi-ba	(10, 1, 4)		



### Stress and diacritics

Without exception, stress is on the first syllable. Diacritical marks (see Special characters) are used to denote vowel modifications.

### Capitalization

1. Forms of address in letters, etc., and titles are capitalized: *Felstéges Uram* (Your Majesty); *Méltóságod* (Your Lordship); *Tisztelt Uram* (Dear Sir).

2. Proper names and those referring to God are capitalized.

3. Adjectives formed from proper names and names of months are lowercased: *budapesti* (of Budapest); *január, március, szeptember* (January, March, September).

4. Titles of newspapers and periodicals (with the exception of definite and indefinite articles and the conjunction if they appear beyond the first word in such a title) are capitalized: *Acta Linguistica, Élet és Tudomány, Magyar Nemzet, Orvosi Hetilap, Történelmi Szemle*.

5. Titles of scientific handbooks, dictionaries, encyclopedias, linguistic monuments or other unique publications are capitalized: *Magyar Szófejtő Szótár, Révai Nagy Lexikona, Halotti Beszéd, Jókai Kódex, Toldi Szerelme*.

But titles of poems, books, and monographic series are capitalized generally only by capitalization of the first letter of the title: *Nemzeti dal, A magyar vers ritmusa, Ember és világ*.

6. Personal pronouns (second and third persons singular and plural and their declinative forms) are capitalized in correspondence and public addresses: *Te, Ön; Ti, Önök; Téged, Önt; Titeket, Önöket*.

7. Names of nations, ethnic groups, ethnolinguistic, and religious units are lowercased: *amerikai* (American); *észti* (Estonian); *magyar* (Hungarian); *olasz* (Italian); *szász* (Saxonian); *székely* (Székely, Siculian); *indian* (Indian); *néger* (Negro); *germán* (Germanic); *román* (Romance, also Rumanian); *szláv* (Slavic); *buddhista* (Buddhist); *római katolikus* (Roman Catholic); *református* (Reformed); *zsidó* (Jewish).

### Punctuation

The most important differences are as follows:

1. Period is used in dates after numbers, indicating the year, the month, and the day (in that order): *1848. III. 15*; the same date may be written as follows: *1848. március 15. or 1848. márc. 15.*

2. Period is used generally after the ordinal numbers when indicating a position of somebody or something in a set or line: *12. törvénycikk* (Law Article XII); *1956. évi* (of the year of 1956); *IX. kerület* (IXth district).

3. Period is used after the number of pages in a source referred to when the absence of a period could become the source of confusion: *Petőfi összes művei V. k. 24* (Petőfi's All Works, volume V, [page] 24); but *Petőfi összes művei V. k. 24.* (Petőfi's All Works, volume V, page 24; i.e., 24th page), because the number 24 without a period would mean that volume 5 contains only 24 pages.

4. Period is used after most of the abbreviations (see *Abbreviations*).

5. In compound and complex sentences each sentence is separated by a comma; accordingly, the conjunction *hogy* (that), *de* (but), *hanem* (but), and the relative pronouns, when linking a subordinate clause, are preceded by a comma.

6. Hungarian equivalents of inserted words such as *however, indeed, too, therefore* are not placed between commas (as is the case in English) unless there is another reason for doing so.

7. Speech is not separated by a comma but by a dash.

8. In correspondence, salutation is not separated by a comma but by an exclamation mark.

9. The colon is used in the front of a quotation which is preceded by a quoting sentence or reference.

10. The colon is used in the front of the title of a work when listed after the author's name: *Arany: Toldi; Vörösmarty: Csongor és Tünde*. In the context of a sentence, however, the colon is omitted: *Arany Toldijának ítélték a díjat*. (The prize was given to the "Toldi" by Arany). *Mikszáth "Különös házasság" című regényéből filmet készítettek*. (A motion picture was made from the novel "A Peculiar Marriage" by Mikszáth.)

11. The colon introduces an enumeration: *Hárman ültek a kocsiban: az apa, az anya és a fiú*. (There were three sitting in the car, the father, the mother, and the son.)



12. In works of *belles lettres* (novels, short stories, etc.) the dialog is written in alternating lines with a dash in the front of each sentence:

—*Maguk hova mennek?* (Where are you going?)

—*Budapestre.* (To Budapest)

—*Mikor indulnak?* (When are you leaving?)

—*Amikor akarja.* (Any time you wish)

13. A sentence, interjected in the context of another, is separated by the dash: "*Nem hagyta cselédit—ezért őli bú—vele halni meg, ócska ruhába!*" ("He could not suffer, that was his deep concern, to let his servants die with him in worn-out clothes!")

14. Words or phrases which appear (as explanations to certain elements in the sentence) within the context of the sentence are put in parentheses: *A szófajoknak (beszédrészeknek) többféle csoportosítása lehetséges.* (There are more possibilities for the grouping of the types of words; i.e., the parts of speech.)

15. If the parenthesized words or phrases appear at the end of that part of a compound or complex sentence which is separated from the rest by a comma, the comma is used after the closing half of the parenthesis: *Vannak olyan szavaink (pl. fagy, les, nyom stb.), amelyek igék is, névszók is.* (We have words like frost, watch, print, etc., which are used as verbs as well as nouns.)

16. In Hungarian, the initial half of the quotation mark appears on the lower level, the conclusive half on the upper level of a line: „.....”

The quotation within a quotation is indicated by the so-called 'inner quotation mark' which is: >>.....<<

### Word order

1. Surname is given first, followed by Christian name: *Nagy János* (John Nagy).

The same applies to statements regarding authorship, etc.: *Szerkesztette: Nagy János* (Edited by John Nagy). *Írták: Kovács Pál és Szabó József* (By Paul Kovács and Joseph Szabó).

2. Words denoting profession or used in addressing a person (with full name) follow the Christian name: *Nagy János tanár* (Prof. John Nagy), or the last name (when the Christian name is not indicated): *Kovács művész úr* (The artist Mr. Kovács).

3. The word order in a date is the reverse of that in English; first comes the year, then the month, and at the end the day: *1848. március tizenötödike* (March 15 of 1848); *január elseje* (the first of January).

### Abbreviations

a.	alatt, under	jegyz.	jegyzet, note, footnote
áll.	állami, state-connected	K	kelet, east
ált.	általános, general	kb.	kötet, volume
Bp.	Budapest		körülbelül, circa
bp.-i	budapesti, of Budapest	ker.	kerület, district
c.	című, entitled	ker.	keresztény, Christian
D	dél, south	köv.	következő, following, next
db.	darab, piece	krt.	körút, avenue
de.	délelőtt, a.m.	l.	lap, page
DK	délkelet, southeast	l.	lásd!, see!
DNy	délnyugat, southwest	m	méter, meter
Dr. or dr.	doktor, doctor (degree)	m.	magyar, Hungarian
du.	délután, p.m.	min.	miniszter, minister (in the Cabinet)
E	észak, north	ny.	nyugalmazott, retired
ÉK	északkelet, northeast	Ny	nyugat, west
ÉNy	északnyugat, northwest	ó	óra (o-clock), hour
érk.	érkezik, arrives	p	perc, minute
évf.	évfolyam, year (of publication)	pl.	például, for example, e.g.
f	fillér, penny	pu.	pályaudvar, railway station
f.é.	folyó évi, of the current year	s.k.	saját kezével, signed
fej.	fejezet, chapter	stb.	s a többi, etc.
ford.	fordította, translated by	szerk.	szerkesztette, edited by
Ft	forint, florin	tc.	törvénycikk, law article
gimn.	gimnázium, high school	t.i.	tudniillik, i.e.
hiv.	hivatalos, official	u.	utca, street
i.e.	időszámításunk előtti, B.C.	ua.	ugyanaz, same as
i.sz.	időszámításunk szerinti, A.D.	vm.	vármegye, county

**Cardinal numbers**

egy	one	harminc	thirty
két (kettő) ¹	two	harmincegy, etc.	thirty-one, etc.
három	three		forty
négy	four	negyven	fifty
öt	five	ötven	sixty
hat	six	hatvan	seventy
hét	seven	hetven	eighty
nyolc	eight	nyolcvan	ninety
kilenc	nine	kilencven	hundred
tíz	ten	száz	one hundred
tizenegy	eleven	százegy, etc.	and one, etc.
tizenkét (tizenkettő)	twelve		two hun- dred, etc.
tizenhárom, etc.	thirteen, etc.	kétszáz, etc.	thousand
húsz	twenty		
huszonegy	twenty-one	ezer	
huszonkét (huszon- kettő), ¹ etc.	twenty-two, etc.		

**Ordinal numbers**

első	first	tizenharmadik, etc.	thirteenth, etc.
második	second		twentieth
harmadik	third	huszadik	twenty-first
negyedik	fourth	huszonegyedik	twenty-second, etc.
ötödik	fifth	huszonkettedik, etc.	thirtieth, etc.
hatodik	sixth	harmincadik, etc.	thirty-first
hetedik	seventh		thirty-second, etc.
nyolcadik	eighth	harmincegyedik	hundredth
kilencedik	ninth	harminckettedik, etc.	thousandth
tizedik	tenth		
tizenegyedik	eleventh	századik	
tizenkettedik	twelfth	ezredik	

**Months**

január (jan.)	January	julius (jul.)	July
február (feb.)	February	augusztus (aug.)	August
március (márc.)	March	szeptember (szept.)	September
április (ápr.)	April	október (okt.)	October
május (máj.)	May	november (nov.)	November
június (jun.)	June	december (dec.)	December

**Days**

vasárnap	Sunday	csütörtök	Thursday
hétfő	Monday	péntek	Friday
kedd	Tuesday	szombat	Saturday
szerda	Wednesday		

**Seasons**

tavas	spring	ősz	autumn
nyár	summer	tél	winter

**Time**

óra	hour	hó, hónap	month
nap	day	év, esztendő	year
hét	week		

REFERENCES.—Zoltán Bánhidi, *A Textbook of the Hungarian Language* (1966); Ferenc Kiefer, *On Emphasis and Word Order in Hungarian* (1967); Augustus A. Koski and Ilona Mihályfi, *Hungarian Basic Course* (1963-64); John Lotz, *Hungarian Reader* (1962); László Országh, *Hungarian-English and English-Hungarian Dictionary* (1967); Ferenc Papp, *Reverse-Alphabetized Dictionary of the Hungarian Language* (1969); U.S. Library of Congress, Reference Department, *Slavic and Central European Division, Hungarian Abbreviations; a Selective List, compiled by Elemer Bako* (1961); János Zsilka, *The System of Hungarian Sentence Patterns* (1967).

¹ The ordinal *két* is used when followed by a noun; otherwise *kettő*.

## ITALIAN

Un tratto importante, che caratterizza il grande movimento della civiltà italiana risorgente e che risulta, non pure dalla poesia e filosofia di quel tempo, ma anche dall'opera dei politici e degli stessi guerrieri, è quell'impronta diffusa di umanità, in cui si avvolge come in una rosea nube il loro pensiero e la loro vita, pur diretti come sono ad un unico ideale: il risorgimento della Patria.—Giovanni Vidari, *Le civiltà d'Italia* (1934), as quoted by Young and Cantarella, *Corso d'Italiano* (1942), p. 320.

### Alphabet and pronunciation

A	a	<i>a</i> in far
B	b	<i>b</i> ; all consonant letters may be doubled, and then pronounced long, as <i>n(k)n</i> in penknife, etc.
C	c	<i>c</i> in scan (=k) before <i>a, o, u</i> , and consonants; before <i>e</i> or <i>i</i> , similar to <i>ch</i> in chant; <i>cia, cie, cio</i> , and <i>ciu</i> pronounced as <i>cha</i> in chart, <i>che</i> in check or <i>cha</i> in chafe, <i>cho</i> in chortle, and <i>chu</i> in Manchu, respectively; <i>ccia</i> , etc., sound like <i>tch</i> , etc.; <i>scia, scie, scio</i> , and <i>sciu</i> pronounced as <i>sha</i> in sharp, <i>she</i> in shepherd, <i>sho</i> in show, and <i>sho</i> in shoe, respectively
D	d	<i>d</i>
E	e	<i>a</i> in grate; <i>e</i> in bell
F	f	<i>f</i>
G	g	<i>g</i> in gay before <i>a, o, u</i> , and consonants; before <i>e</i> or <i>i</i> like <i>j</i> ; <i>gia, gie, gio</i> , and <i>giu</i> pronounced as <i>ja</i> in jar, <i>je</i> in jet, between <i>ja</i> in jaw and <i>jo</i> in joke, and <i>ju</i> in jury, respectively; <i>ggia</i> , etc., sound like <i>d</i> plus <i>ja</i> , etc.
H	h	silent, but makes a preceding <i>c</i> or <i>g</i> hard
I	i	<i>e</i> in me; <i>i</i> preceded by <i>c, sc</i> , or <i>g</i> and followed by <i>a, o</i> , or <i>u</i> is silent unless stressed; before or after more highly stressed vowel, <i>i</i> is similar to <i>y</i> in yes and in boy, respectively
J	j	<i>y</i> in yes; now obsolete and replaced by <i>i</i>
K	k	<i>k</i> ; only in foreign words
L	l	<i>l</i> in million
M	m	<i>m</i>
N	n	<i>n</i>
O	o	<i>o</i> in note; <i>aw</i> in saw
P	p	<i>p</i> in spin
Q	q	always with following <i>u</i> ; <i>qu</i> pronounced as in quick
R	r	<i>r</i> in three
S	s	<i>s</i> ; usually <i>z</i> between two vowels; <i>scia, scie, scio</i> , and <i>sciu</i> are pronounced <i>sha, she, sho</i> , and <i>shu</i> , respectively
T	t	<i>t</i> in step

[Concluded on following page]



U	u	oo in coo; before or after more highly stressed vowel, <i>u</i> is similar to <i>w</i> in wet and how, respectively
V	v	<i>v</i>
W	w	} only in foreign words
X	x	
Y	y	<i>i</i> ; only in foreign words
Z	z	<i>ts</i> in quarts or <i>ds</i> in adz

### Special characters

Italian uses the Latin alphabet. It has no special characters; accents are employed only to a limited extent.

### Vowels and consonants

The vowels are *a*, *e*, *i*, *o*, *u*, and *y*; the other letters of the alphabet are consonants.

### Diphthongs

The combination of an *i* or *u* with another, more highly stressed, vowel may be regarded as diphthongal.

### Digraphs

The digraphs and their sounds are:

*ch* as *c* in cat only before *e*, *i*

*gh* as *g* in go only before *e*, *i*

*gl* as *ll* in million¹

*gn* as in cognac (= *ny* in canyon)

*qu* as in squalor

*sc* as *sh* in shall (before *e* or *i*)

### Consonantal units

For the purpose of syllabification, a mute consonant followed by a liquid consonant is a consonantal unit. Hence, the following are consonantal units:

*bl*, *br*  
*chr*, *cl*, *cr*

*dr*,  
*fl*, *fr*

*gl*, *gr*  
*pl*, *pr*

*tl*, *tr*  
*vl*, *vr*

Also the combination of the letter *s* with any other following consonant, digraph, or consonantal unit is a unit for purposes of syllabification.

### Rules for syllabification

1. Digraphs and consonantal units may not be divided.

2. Division is made on a vowel before a single consonant, digraph, or consonantal unit: *ami-co*, *ba-gno*, *ca-pra*, *giu-sto*, *ma-schera*, *ro-stro*.

3. In a group of two or more consonants, division is made before the last consonant, digraph, or consonantal unit: *sab-bia*, *ac-qua*, *ist-mo*, *an-che*, *com-pro*.

4. Division may be made between vowels only if they are strong, that is, *a*, *e*, *o*. Hence, only the following vowel groups may be divided: *aa*, *ae*, *ao*; *ea*, *ee*, *eo*; *oa*, *oe*, *oo*: *be-ato*, *co-atto*, *po-eta*, etc.

5. Prefixes are kept intact only if this conforms to rules 2 to 4: *con-stare* (rule 3), *pro-emio* (rule 4), *pro-getto* (rule 2), *sub-marino* (rule 3); but *co-nestabile* (rule 2), *proi-bire* (rule 2), *su-bordinare* (rule 2).²

6. Compound words are divided according to their component parts (and each part according to rules 1 to 5): *gentil-uomo*, *cento-uno*.

If a compound is formed with an apostrophe, division may not be made on the apostrophe; thus *dell'albero*, *un'arte*, *dovrebbe essere* may be divided only *del-l'al-be-ro*, *un'ar-te*, *do-vreb-b'es-se-re*, respectively. A compound may be divided also by making use of the full article or word: *dello albero*, *dovrebbe essere*.

7. Foreign words and components of foreign words (not naturalized) follow the conventions of the language of origin: *Wash-ington*, *Haps-burg*, *Hamp-shire*, *reichs-bank*, *Wag-ner*.

¹ In a few words *gl* is not a digraph and is pronounced as *gl* in angle; for example: *Ganglio*, *glicerina*, *geroglifico*, *glifo*, *gloria*, *negligere*, etc.

² Usage varies as to this rule; some orthographers still prefer dividing on the prefix. The rule given in the text above follows the recommendation of Leone Donati, *Corso Pratico di Lingua Italiana*, 207, 1934, Orell Füssli Editori, Zurigo e Lipsia. It is followed by most dictionaries as well as general works extant.

*Illustrative word divisions*

[The numbers in parentheses refer to the syllabification rules]

ab-bo-na-men-to	(3, 2, 2, 3)	fo-to-e-lío-gra-fia	(2, 6, 2, 2, 2)
ac-que-sce-re	(3, 2, 2)	Fre-de-ris-bur-go	(2, 2, 7, 3)
ae-re-o-li-to	(2, 4, 2, 2)	gen-til-uo-mo	(3, 6, 2)
af-flí-to	(3, 2)	ge-o-gno-sti-co	(4, 2, 2, 2)
ame-ri-ca-no	(2, 2, 2)	in-du-stria-le	(3, 2, 2)
bi-gliet-taio	(2, 3)	ine-scu-sa-bi-le	(2, 2, 2, 2)
bis-a-vo-lo	(6, 2, 2)	ine-spli-ca-bi-le	(2, 2, 2, 2)
bi-so-gni-no	(2, 2, 2)	in-fi-schio	(3, 2)
Bre-ta-gna	(2, 2)	inin-tel-li-gen-te	(3, 3, 2, 3)
Buck-ing-ham	(7, 7)	inor-ga-ni-co	(3, 2, 2)
co-o-pe-ra-zio-ne	(4, 2, 2, 2, 2)	in-scrit-to-re	(3, 3, 2)
co-stret-to	(2, 3)	in-te-res-se	(3, 2, 3)
cre-sce-re	(2, 2)	iscri-zio-ne	(2, 2)
de-mo-cra-ti-co	(2, 2, 2, 2)	ist-mi-co	(3, 2)
dia-gno-sti-co	(2, 2, 2)	isto-lo-gi-co	(2, 2, 2)
di-scor-so	(2, 3)	istru-men-to	(2, 3)
di-sgra-zia	(2, 2)	ita-lia-no	(2, 2)
di-sor-di-ne	(2, 3, 2, 2)	Kam-tsciat-ka	(7, 3)
di-spo-si-zio-ne	(2, 2, 2, 2)	l'al-tr'ie-ri	(3, 2)
di-stin-ti-vo	(2, 3, 2)	ma-gne-ti-co	(2, 2, 2)
emi-sfe-ro	(2, 2)	ma-gni-fi-cen-te	(2, 2, 2, 3)
Epi-sco-pa-to	(2, 2, 2)	me-sme-ri-smo	(2, 2, 2)
esa-e-dro	(4, 2)	me-te-o-ri-te	(2, 4, 2, 2)
espa-tria-zio-ne	(2, 2, 2)	mil-li-gram-mo	(3, 2, 3)
espe-rien-za	(2, 3)	mi-san-tro-po	(2, 3, 2)
estra-di-zio-ne	(2, 2, 2)	mi-scre-den-te	(2, 2, 3)
exe-qua-tur	(2, 2)	neu-tra-liz-za-re	(2, 2, 3, 2)
fan-ta-sma-go-ria	(3, 2, 2, 2)	tra-sfor-ma-zio-ne	(2, 3, 2, 2)
fa-sci-smo	(2, 2)	tra-spor-ta-re	(2, 3, 2)
fi-lan-tro-pi-smo	(2, 3, 2, 2)	ve-sci-chet-ta	(2, 2, 3)
fo-sfo-re-scen-za	(2, 2, 2, 3)	zo-o-sper-ma	(4, 2, 3)

**Stress and diacritics**

No simple rules can be formulated for word stress in Italian. The majority of words receive their stress on the penultimate (next to the last) syllable: *aMÍco*, *comPLEto*; fewer words are stressed on the antepenultimate (third from the last) syllable: *FABrico*, *gramMAtica*; only a limited number are stressed on the ultimate (last) syllable, but in this case the vowel carries the grave accent: *citTÀ* *fabbriCÓ*.

☆ Accent marks are used only to a limited degree—chiefly to indicate a final stressed syllable. Generally a grave (') is used when the final vowel is open and an acute (´) is used when that vowel is closed. Word types illustrating these usages are:

(a) Nouns ending in *ta* or *tu* having the singular and plural alike: *libertà*, *virtù* (from the Latin *libertade*, *virtude*, etc.).

(b) Verbs in the third person singular past absolute and first and third persons singular future: *comprò* (he bought), *comprerò* (I shall buy), *comprerà* (he will buy); similarly in the second and third conjugations: *vendé*, *venderò*, *venderà*; *finì*, *finirò*, *finirà*.

(c) Homonyms. The most common of these homonyms are:

<i>ché</i> , because	<i>che</i> , that	<i>né</i> , neither, nor	<i>ne</i> , of it, of them
<i>colà</i> , there	<i>cola</i> , strainer	<i>piè</i> , foot	<i>pie</i> , pious
<i>costà</i> , there	<i>costa</i> , shore	<i>però</i> , therefore	<i>pero</i> , pear tree
<i>dà</i> , gives	<i>da</i> , by, from, to	<i>sè</i> , himself	<i>se</i> , if
<i>dì</i> , day	<i>dì</i> , of	<i>sì</i> , yes	<i>sì</i> , himself, one
<i>è</i> , is	<i>e</i> , and	<i>tè</i> , tea	<i>te</i> , thee
<i>là</i> , there	<i>la</i> , the, her	<i>testè</i> , just now	<i>teste</i> , heads
<i>lì</i> , there	<i>li</i> , the, them		

(d) Monosyllables terminating in two vowels, to indicate that the preceding vowel is shortened: *ciò*, *già*, *giù*, *più*, *può*, *quà*.

(e) Terminations *ia* and *io* in which the *i* is to be stressed: *magià*, *desiò*.

The acute is used by some editors to distinguish words differently stressed,

where otherwise a misunderstanding might arise: *malvágia* (wicked), *malvágia* (malmsey, a wine). This use is rare.

The circumflex is used to indicate contraction: *cacciàr* (for *cacciarono*), *ginnast* (for *ginnasii*). This use is rare.

The dieresis (trema) is used in poetry over the *i* to indicate that it is to be sounded separately from a following vowel: *armonioso* (pronounced *armoni-oso*, instead of *armonio-so*). This use is rare.

### Capitalization

Capitalization in Italian is similar to that in English, with a few exceptions:

(a) Proper adjectives are lowercased: *la lingua italiana*, the Italian language, but *gl'Italiani*, the Italians (proper noun).

(b) The names of days and months are lowercased.

(c) Titles followed by name are lowercased: *il signor Donati*, Mr. Donati; *il principe Umberto*, Prince Umberto.

(d) The pronoun *io*, *I*, is lowercased, but the pronouns of formal address, *Ella*, *Lei*, *Loro*, all meaning *you*, are sometimes capitalized. These pronouns, however, in modern Italian usage, and *Lei* in particular, are *not* capitalized in a written text except for that of a letter, and a formal one at that. *Ella* is often capitalized in poetry.

(e) In poetry, the first word of each line is usually lowercased.

### Punctuation

Punctuation is similar to that of English. The comma is used to point off all clauses, restrictive as well as descriptive. Commas are not used, however, with the conjunction *e* in a series of several words. The apostrophe is used to indicate vowel elision only: *un'opera d'arte* (for *una opera di arte*), *sopra 'l letto* (for *sopra il letto*). The space after the apostrophe is no longer required.

### Quotation marks:

Used less often than in English.

In the text of a dialog they are often substituted by a new paragraph for each speech, sometimes preceded by a long dash.

Titles of books, poems, and articles are usually entered in quotation marks in a text. Titles of books are sometimes entered in italic, and periodicals, more often than books, are also entered in italic in a text.

[No authority specifically stating this found. However, the use of quotation marks as stated above can be seen in Hall's text. In any Italian text or newspaper the above use of italic can also be observed.]

### Abbreviations

a/c.	a conto, account
a.c.	anno corrente, current year
a.D.	anno Domini, in the year of our Lord
a.m., ant.	antimeridiano, a. m.
a.p.	anno passato, last year
c.m.	corrente mese, instant
C.ª	Compagnia, company
d.C.	dopo Cristo, after Christ
Dep. prov.	Deputato provinciale, member of the provincial parliament
disp.	dispensa, number, part
ecc.	eccetera, etc.
Ed.	Edizione, edition; Editore, editor

es.	esempio, example
fasc.	fascicolo, number, part
f(erro).	ferrovia, railroad
f.co	franco, post free
F.lli	Fratelli, brothers
Giun.	Giuniore, junior
I. Cl.	prima classe, first class
Ill.mo	Illustrissimo, most illustrious
lit., £	lire
LL. MM.	Loro Maestà, Their Majesties
N. ⁱ	Numeri, numbers
N. ^o	Numero, number
On.	Onorevole, Honorable
p.m., pom.	pomeridiane, p.m.

### Cardinal numbers

uno	one	sei	six
due	two	sette	seven
tre	three	otto	eight
quattro	four	nove	nine
cinque	five	dieci	ten



**Cardinal numbers—Continued**

undici	eleven	trenta	thirty
dodici	twelve	quaranta	forty
tredici	thirteen	cinquanta	fifty
quattordici	fourteen	sessanta	sixty
quindici	fifteen	settanta	seventy
sedici	sixteen	ottanta	eighty
diciassette } diciasette }	seventeen	novanta	ninety
diciotto	eighteen	novantuno, etc.	ninety-one, etc.
diciannove } dicianove }	nineteen	cento	hundred
venti	twenty	cent(o)uno, etc.	one hundred and one, etc.
ventuno	twenty-one		
ventidue	twenty-two	duecento, etc.	two hundred, etc.
ventitrè, etc.	twenty-three, etc.	mille, mila	thousand
ventotto, etc.	twenty-eight, etc.	duemila, etc.	two thousand, etc.

**Ordinal numbers**

primo, -a	first	ventesimo	twentieth
secondo	second	ventunesimo	} twenty-first, etc.
terzo	third	ventesimo primo, etc.	
quarto	fourth	trentesimo	thirtieth
quinto	fifth	quarantesimo	fortieth
sesto	sixth	cinquantesimo	fiftieth
settimo	seventh	sessantesimo, etc.	sixtieth, etc.
ottavo	eighth	centesimo	hundredth
nono	ninth	centesimo primo, etc.	one hundred and first, etc.
decimo	tenth		
decimo primo } undicesimo }	eleventh	duecentesimo	two hun- dredth
dodicesimo	twelfth	trecentesimo, etc.	three hun- dredth, etc.
tredicesimo	thirteenth		
quattordicesimo } decimo quarto, }	fourteenth, etc.	illesimo	thousandth

**Months**

gennaio (genn.)	January	luglio	July
febbraio (febb.)	February	agosto	August
marzo	March	settembre (sett.)	September
aprile	April	ottobre (ott.)	October
maggio (magg.)	May	novembre (nov.)	November
giugno	June	dicembre (dic.)	December

**Days**

domenica	Sunday	giovedì	Thursday
lunedì	Monday	venerdì	Friday
martedì	Tuesday	sabato	Saturday
mercoledì	Wednesday		

**Seasons**

primavera	spring	autunno	autumn
estate	summer	inverno	winter

**Time**

ora	hour	mese	month
giorno	day	anno	year
settimana	week		

REFERENCES.—Mario Hazon, Ed., *Garzanti Comprehensive Italian-English, English-Italian Dictionary*, New York, McGraw-Hill, 1963; Robert A. Hall, Jr., *Italian for Modern Living*, New York, Chilton Co., 1961.

## LATIN

Gallia est omnis divisa in partes tres, quarum unam incolunt Belgae, aliam Aquitani, tertiam qui ipsorum lingua Celtae nostra Galli appellantur. Hi omnes lingua institutis legibus inter se differunt.—Caesar, *De Bello Gallico* I. 1.

### Alphabet and pronunciation

A	a	long: <i>ah</i> ; short: <i>o</i> in hot	O	o	long: <i>o</i> in note; short: <i>o</i> in fort
B	b	<i>b</i>	P	p	<i>p</i>
C	c	<i>k</i>	Q	q	<i>k</i>
D	d	<i>d</i>	R	r	<i>r</i>
E	e	long: <i>e</i> in there; short: <i>e</i> in met	S	s	<i>s</i>
F	f	<i>f</i>	T	t	<i>t</i>
G	g	<i>g</i> in go	U	u	long: <i>oo</i> in food; short: <i>oo</i> in good; like <i>w</i> after <i>q</i> , and usually after other consonants before another vowel
H	h	<i>h</i>	V	v	<i>w</i>
I	i	long: <i>ee</i> ; short: <i>i</i> in sit	X	x	<i>ks</i>
J	j	<i>y</i> in yet	Y	y	<i>ee</i> ; <i>i</i> as for <i>i</i>
K	k	<i>k</i>	Z	z	<i>z</i>
L	l	<i>l</i>			
M	m	<i>m</i>			
N	n	<i>n</i>			

### Consonants

Formerly *u* and *v* were written with *v*, and *i* and *j* with *i*. Modern texts customarily distinguish both pairs. Thus: *uva*, *visu*, *janua*, *Jove*.

*K*, *z*, and *y* are rather rare, occurring mostly in loanwords. *Q* is used only in the combination *qu*, pronounced *kw*.

The digraphs *ch*, *ph*, and *th* are pronounced as *k*, *f*, and *t*, respectively.

### Vowels

Each of the five vowels is either long or short in each occurrence, and an accurate pronunciation will reflect this difference. Elementary texts usually mark the long vowels with a macron; thus: *ā*, *ē*, *ī*, *ō*, *ū*.

### Diphthongs

Two short vowels may occur together in the same syllable, in which case the second of the two is a semivowel; i.e., *u* as the second element of a diphthong is pronounced like *w*, and *i* or *e* in this position is pronounced like *y*. The commonest diphthongs are *ae* and *au*, pronounced to rhyme with high and how. Less common are *ei* (as in vein), *eu*, *oe* (as *oi* in oil), and *ui*.

### Consonantal units¹

The following combinations are referred to as consonant clusters in the rules given below for syllabification: *bl*, *br*, *cl*, *cr*, *dr*, *fl*, *fr*, *gl*, *gr*, *pl*, *pr*, *tl*, *tr*, *scr*, *str*, *spl*, *spr*.

The digraphs *ch*, *ph*, and *th* are treated just like *c*, *f*, and *t* in consonant clusters.

¹ Some Latin lexicographers still use the classic method of determining consonantal units; namely, any group of consonants which can begin a word constitutes a consonantal unit and may begin a syllable. This method is still in use in Greek syllabification; but in present-day Latin orthography it has been largely replaced by the Romance-language method, given in the text and recommended by Allen and Greenough. (See References.)

### Rules for syllabification

1. Diphthongs, digraphs, and consonant clusters may not be divided.
  2. Division is made on a vowel or on a diphthong before a single consonant, a digraph, or a consonant cluster: *ca-sus*, *si-pho*, *pa-tres*, *cae-lum*.
  3. In a group of two or more consonants, division is made before the last consonant, digraph, or consonant cluster: *vit-la*, *mag-nus*, *punc-tus*, *bac-chor*, *am-plus*.
  4. Division may be made between vowels not constituting a diphthong: *pu-er*, *di-es*, *fili-us*, *Tro-ius*.
  5. Certain adverbial prefixes are kept intact. These are: *ab*, *ante*, *circum*, *cis*, *con*, *de*, *ex*, *extra*, *in*, *inter*, *intro*, *ob*, *per*, *prae*, *praeter*, *per*, *post*, *pro*(d), *propter*, *re*(d), *sub*, *super*, *supra*, and *trans*: *ab-eo*, *con-scriptum*, *inter-esse*.
  6. Compound words are divided according to their component parts (and each part according to rules 1 to 5): *quot-annis*, *et-enim*, *sic-ut*.
  7. The letter *x* is retained with the preceding syllable: *dix-it*.
- NOTE.—The above rules do not apply to anglicized Latin scientific names used in English works. Their syllabification follows the English practice.

### Illustrative word divisions

[The numbers in parentheses refer to the syllabification rules]

ab-a-li-e-no	(5, 2, 4, 2)	prod-es-se	(5, 3)
ab-scin-do	(5, 3)	proe-li-um	(2, 4)
ac-cli-na-tus	(3, 2, 2)	pro-stra-tum	(5, 2)
ad-ae-qua-tus	(5, 2, 2)	pro-sub-ac-tum	(5, 5, 3)
ad-emp-tus	(5, 3)	pu-bli-ca-tus	(2, 2, 2)
am-plex-us	(3, 7)	quam-ob-rem	(6, 6)
cir-cum-ac-tus	(3, 5, 3)	quem-ad-mo-dum	(6, 6, 2)
Cis-al-pi-nus	(5, 3, 2)	re-cru-des-co	(5, 2, 3)
con-sue-tus	(5, 2)	red-ac-tus	(5, 3)
de-spon-sum	(5, 3)	re-duc-tus	(5, 3)
et-e-nim	(6, 2)	re-frac-tum	(5, 3)
ex-em-plum	(7, 3)	re-spec-tus	(5, 3)
in-a-nis	(5, 2)	res-pu-bli-ca	(6, 2, 2)
in-ep-ti	(5, 3)	ses-cen-ti	(6, 3)
in-ter-ea	(3, 5)	sua-de-re	(2, 2)
ne-sci-tus	(6, 2)	sub-ac-tio	(5, 3)
ob-la-tus	(5, 2)	su-pra-scan-do	(2, 5, 3)
per-ac-tus	(5, 3)	trans-ab-i-tum	(5, 5, 2)
per-e-git	(5, 2)	trans-ad-ac-tum	(5, 5, 3)
pe-ri-cli-ta-tio	(2, 2, 2, 2)	tran-su-tum	(3, 2)
post-ea-quam	(5, 6)	tri-um-pho	(4, 3)
post-hu-mus	(5, 2)	tu-mul-tu-o-sus	(2, 3, 4, 2)
post-sce-ni-um	(5, 2, 4)	una-ni-mus	(2, 2)
pos-tu-la-tus	(3, 2, 2)	usus-fruc-tus	(6, 3)
prae-scrip-tus	(5, 3)	va-li-dus	(2, 2)
prae-ter-i-tum	(2, 5, 2)	Xe-no-phon	(2, 2)

### Stress

Words of two syllables are always stressed on the first syllable: *ROma*, *LIber*.

In words of more than two syllables, the stress is on the next to the last syllable if that syllable ends in a consonant, a long vowel, or a diphthong. Otherwise the stress is on the third from the last syllable. Thus: *ho-NO-ris*, *CON-su-lis*.

### Capitalization and punctuation

American editors usually follow the English conventions in capitalization and punctuation.

### Abbreviations

a., annus, year; ante, before	A.B., artium baccalaureus, bachelor of arts
A.A.C., anno ante Christum, in the year before Christ	ab init., ab initio, from the beginning
A.A.S., Academiae Americanae Socius, Fellow of the American Academy	abs. re., absente reo, the defendant being absent
[Academy of Arts and Sciences]	A.C., ante Christum, before Christ



**Abbreviations—Continued**

A.D., anno Domini, in the year of our Lord  
 a.d., ante diem, before the day  
 ad fin., ad finem, at the end, to one end  
 ad h.l., ad hunc locum, to this place, on this passage  
 ad inf., ad infinitum, to infinity  
 ad init., ad initium, at the beginning  
 ad int., ad interim, in the meantime  
 ad lib., ad libitum, at pleasure  
 ad loc., ad locum, at the place  
 ad val., ad valorem, according to value  
 A.I., anno inventionis, in the year of the discovery  
 al., alia, alii, other things, other persons  
 A.M., anno mundi, in the year of the world; Annus mirabilis, the wonderful year [1666]; a.m., ante meridiem, before noon  
 an., anno, in the year; ante, before  
 ann., annales, annals; anni, years  
 A.R.S.S., Antiquariorum Regiae Societatis Socius, Fellow of the Royal Society of Antiquaries  
 A.U.C., anno urbis conditae, ab urbe conlita, in [the year from] the building of the City [Rome], 753 B.C.  
 B.A., baccalaureus artium, bachelor of arts  
 B. Sc., baccalaureus scientiae, bachelor of science  
 C., centum, a hundred; condemno, I condemn, find guilty  
 c., circa, about  
 cent., centum, a hundred  
 cf., confer, compare  
 C.M., chirurgiae magister, master of surgery  
 coch., cochlear, a spoon, spoonful  
 coch. amp., cochlear amplum, a table-spoonful  
 coch. mag., cochlear magnum, a large spoonful  
 coch. med., cochlear medium, a dessert spoonful  
 coch. parv., cochlear parvum, a tea-spoonful  
 con., contra, against; conjunx, wife  
 C.P.S., custos privati sigilli, keeper of the privy seal  
 C.S., custos sigilli, keeper of the seal  
 cwt., c. for centum, wt. for weight, hundredweight  
 D., Deus, God; Dominus, Lord; d., decretum, a decree; denarius, a penny; da, give  
 D.D., divinitatis doctor, doctor of divinity  
 D.G., Dei gratia, by the grace of God; Deo gratias, thanks to God  
 D.N., Dominus noster, our Lord  
 D. Sc., doctor scientiae, doctor of science  
 d.s.p., decessit sine prole, died without issue  
 D.V., Deo volente, God willing

dwt., d. for denarius, wt. for weight pennyweight  
 e.g., exempli gratia, for example  
 et al., et alibi, and elsewhere; et alii, or aliae, and others  
 etc., et cetera, and others, and so forth  
 et seq., et sequentes, and those that follow  
 et ux., et uxor, and wife  
 F., filius, son  
 f., fiat, let it be made; forte, strong  
 fac., factum similis, facsimile, an exact copy  
 fasc., fasciculus, a bundle  
 fl., flores, flowers; floruit, flourished; fluidus, fluid  
 f.r., folio recto, right-hand page  
 F.R.S., Fraternitatis Regiae Socius, Fellow of the Royal Society  
 f.v., folio verso, on the back of the leaf  
 guttat., guttatim, by drops  
 H., hora, hour  
 h.a., hoc anno, in this year; hujus anni, this year's  
 hab. corp., habeas corpus, have the body—a writ  
 h.e., hic est, this is; hoc est, that is  
 h.m., hoc mense, in this month; huius mensis, this month's  
 h.q., hoc quaere, look for this  
 H.R.I.P., hic requiescat in pace, here rests in peace  
 H.S., hic sepultus, here is buried; hic situs, here lies; h. s., hoc sensu, in this sense  
 H.S.S., Historiae Societatis Socius, Fellow of the Historical Society  
 h.t., hoc tempore, at this time; hoc titulo, in or under this title  
 I, Idus, the Ides; i., id, that; immortalis, immortal  
 ib. or ibid., ibidem, in the same place  
 id., idem, the same  
 i.e., id est, that is  
 imp., imprimatur, sanction, let it be printed  
 I.N.D., in nomine Dei, in the name of God  
 in f., in fine, at the end  
 inf., infra, below  
 init., initio, in the beginning  
 in lim., in limine, on the threshold, at the outset  
 in loc., in loco, in its place  
 in loc. cit., in loco citato, in the place cited  
 in pr., in principio, in the beginning  
 in trans., in transitu, on the way  
 i.q., idem quod, the same as  
 i.q.e.d., id quod erat demonstrandum, what was to be proved  
 J., judex, judge  
 J.C.D., juris civilis doctor, doctor of civil law  
 J.D., jurum doctor, doctor of laws  
 J.U.D., juris utriusque doctor, doctor of both civil and canon law

## Abbreviations—Continued

- L., liber, a book; locus, a place  
 £, libra, pound; placed before figures, thus £10; if l., to be placed after, as 40l.  
 L.A.M., liberalium artium magister, master of the liberal arts  
 L.B., baccalaureus literarum, bachelor of letters  
 lb., libra, pound (singular and plural)  
 L.H.D., literarum humaniorum doctor, doctor of the more humane letters  
 Litt. D., literarum doctor, doctor of letters  
 LL.B., legum baccalaureus, bachelor of laws  
 LL.D., legum doctor, doctor of laws  
 LL.M., legum magister, master of laws  
 loc. cit., loco citato, in the place cited  
 loq., loquitur, he, or she, speaks  
 L.S., locus sigilli, the place of the seal  
 l.s.c., loco supra citato, in the place above cited  
 £ s. d., librae, solidi, denarii, pounds, shillings, pence  
 M., magister, master; manipulus, handful; medicinae, of medicine; m., meridies, noon  
 M.A., magister artium, master of arts  
 M.B., medicinae baccalaureus, bachelor of medicine  
 M. Ch., magister chirurgiae, master of surgery  
 M.D., medicinae doctor, doctor of medicine  
 m.m., mutatis mutandis, with the necessary changes  
 m.n., mutato nomine, the name being changed  
 MS., manuscriptum, manuscript; MSS., manuscripta, manuscripts  
 Mus. B., musicae baccalaureus, bachelor of music  
 Mus. D., musicae doctor, doctor of music  
 Mus. M., musicae magister, master of music  
 N., Nepos, grandson; nomen, name; nomina, names; noster, our; n., natus, born; nocte, at night  
 N.B., nota bene, mark well  
 ni. pri., nisi prius, unless before  
 nob., nobis, for (or on) our part  
 nol. pros., nolle prosequi, will not prosecute  
 non cul., non culpabilis, not guilty  
 n.l., non licet, it is not permitted; non liquet, it is not clear; non longe, not far  
 non obs., non obstante, notwithstanding  
 non pros., non prosequitur, he does not prosecute  
 non seq., non sequitur, it does not follow logically  
 O., octarius, a pint  
 ob., obiit, he, or she, died; obiter, incidentally  
 ob. s.p., obiit sine prole, died without issue  
 o.c., opere citato, in the work cited  
 op., opus, work; opera, works  
 op. cit., opere citato, in the work cited  
 P., papa, pope; pater, father; pontifex, bishop; populus, people; p., partim, in part; per, by, for; pius, holy; pondere, by weight; post, after; primus, first; pro, for  
 p.a., or per ann., per annum, yearly; pro anno, for the year  
 p. ae., partes aequales, equal parts  
 pass., passim, everywhere  
 percent., per centum, by the hundred  
 pil., pilula, pill  
 Ph. B., philosophiae baccalaureus, bachelor of philosophy  
 P.M., post mortem, after death  
 p.m., post meridiem, afternoon  
 pro tem., pro tempore, for the time being  
 prox., proximo, in or of the next [month]  
 P.S., postscriptum, postscript; P.SS., postscripta, postscripts  
 q.d., quasi dicat, as if one should say; quasi dictum, as if said; quasi dixisset, as if he had said  
 q.e., quod est, which is  
 Q.E.D., quod erat demonstrandum, which was to be demonstrated  
 Q.E.F., quod erat faciendum, which was to be done  
 Q.E.I., quod erat inveniendum, which was to be found out  
 q.l., quantum libet, as much as you please  
 q. pl., quantum placet, as much as seems good  
 q.s., quantum sufficit, sufficient quantity  
 q.v., quantum vis, as much as you will; quem, quam, quod vide, which see; qq. v., quos, quas, or quae vide, which see (plural)  
 R., regina, queen; recto, right-hand page; respublica, commonwealth  
 R, recipe, take  
 R.I.P., requiescat, or requiescant, in pace, may he, she, or they, rest in peace  
 R.P.D., rerum politicarum doctor, doctor of political science  
 rr., rarissime, very rarely  
 R.S.S., Regiae Societatis Sodalis, Fellow of the Royal Society  
 S., sepultus, buried; situs, lies; societas, society; socius or sodalis, fellow; s., semi, half; solidus, shilling  
 s.a., sine anno, without date; secundum artem, according to art  
 S.A.S., Societatis Antiquariorum Socius, Fellow of the Society of Antiquaries  
 sc., scilicet, namely; sculpsit, he, or she, carved or engraved it

## Abbreviations—Continued

Sc. B., *scientiae baccalaureus*, bachelor of science  
 Sc. D., *scientiae doctor*, doctor of science  
 S. D., *salutem dicit*, sends greetings  
 s.d., *sine die*, indefinitely  
 sec., *secundum*, according to  
 sec. leg., *secundum legem*, according to law  
 sec. nat., *secundum naturam*, according to nature, or naturally  
 sec. reg., *secundum regulam*, according to rule  
 seq., *sequens*, *sequentes*, *sequentia*, the following  
 S.H.S., *Societatis Historiae Socius*, Fellow of the Historical Society  
 s.h.v., *sub hac voce* or *sub hoc verbo*, under this word  
 s.l.a.n., *sine loco, anno, vel nomine*, without place, date, or name  
 s.l.p., *sine legitima prole*, without lawful issue  
 s.m.p., *sine mascula prole*, without male issue  
 s.n., *sine nomine*, without name  
 s.p., *sine prole*, without issue  
 S.P.A.S., *Societatis Philosophiae Americanae Socius*, Fellow of the American Philosophical Society  
 s.p.s., *sine prole superstite*, without surviving issue  
 S.R.S., *Societatis Regiae Socius* or *Sodalis*, Fellow of the Royal Society  
 ss, *scilicet*, namely (in law)

S.S.C., *Societas Sanctae Crucis*, Society of the Holy Cross  
 stat., *statim*, immediately  
 S.T.B., *sacrae theologiae baccalaureus*, bachelor of sacred theology  
 S.T.D., *sacrae theologiae doctor*, doctor of sacred theology  
 S.T.P., *sacrae theologiae professor*, professor of sacred theology  
 sub., *subaudi*, understand, supply  
 sup., *supra*, above  
 t. or temp., *tempore*, in the time of  
 tal. qual., *talis qualis*, just as they come; average quality  
 U.J.D., *utriusque juris doctor*, doctor of both civil and canon law  
 ult., *ultimo*, last month (may be abbreviated in writing but should be spelled out in printing)  
 ung., *unguentum*, ointment  
 u.s., *ubi supra*, in the place above mentioned  
 ut dict., *ut dictum*, as directed  
 ut sup., *ut supra*, as above  
 ux., *uxor*, wife  
 v., *versus*, against; *vide*, see; *voce*, voice, word  
 v. — a., *vixit — annos*, lived [so many] years  
 verb. sap., *verbum [satis] sapienti*, a word to the wise suffices  
 v.g., *verbi gratia*, for example  
 viz, *videlicet*, namely  
 v.s., *vide supra*, see above

## Cardinal numbers

unus, una, unum	one
duo, duae, duo	two
tres, tria	three
quattuor	four
quinque	five
sex	six
septem	seven
octo	eight
novem	nine
decem	ten
undecim	eleven
duodecim	twelve
tredecim	thirteen
quattuordecim	fourteen
quindecim	fifteen
sedecim	sixteen
septendecim	seventeen
duodeviginti	eighteen
undeviginti	nineteen
viginti	twenty
viginti unus, etc.	twenty-one, etc.

duodetriginta	twenty-eight
undetriginta	twenty-nine
triginta	thirty
quadraginta	forty
quingenta	fifty
sexaginta	sixty
septuaginta	seventy
octoginta	eighty
nonaginta	ninety
centum	hundred
centum et unus,	hundred and one,
etc.	etc.
ducenti, -ae, -a	two hundred
trecenti	three hundred
quadringenti	four hundred
quingenti	five hundred
sescenti	six hundred
septingenti	seven hundred
octingenti	eight hundred
nongenti	nine hundred
mille	thousand



**Ordinal numbers**

primus	first	duodecimus	twelfth
secundus	second	tertius decimus,	thirteenth,
tertius	third	etc.	etc.
quartus	fourth	duodevicesimus	eighteenth
quintus	fifth	undevicesimus	nineteenth
sextus	sixth	vicesimus, vigesi-	twentieth
septimus	seventh	mus	
octavus	eighth	vicesimus primus,	twenty-first,
nonus	ninth	etc.	etc.
decimus	tenth	centesimus	hundredth
undecimus	eleventh	millesimus	thousandth

**Months**

Januarius	January	Julius	July
Februarius	February	Augustus	August
Martius	March	September	September
Aprilis	April	October	October
Maius	May	November	November
Junius	June	December	December

**Days**

dies solis	} Sunday	dies Mercurii	Wednesday
dies dominica		dies Iovis	Thursday
dies lunae		dies Veneris	Friday
dies Martis		dies Saturni	Saturday

**Seasons**

ver	spring	autumnus	autumn
aestas	summer	hiems	winter

**Time**

hora	hour	mensis	month
dies	day	annus	year
hebdomas	week	saeculum	century

REFERENCES.—Allen and Greenough, *A New Latin Grammar* (1920); J. R. V. Marchant and Joseph F. Charles, *Cassell's Latin-English and English-Latin Dictionary* (1909); Edgar H. Sturtevant, *The Pronunciation of Greek and Latin* (1940).

## NORWEGIAN

Fra De forente Stater kom bare 6,9 pst. av importen, først og fremst hvete. Norge innførte også hvete fra Argentina, Kanada og Sovjet-Russland, og bare en femtedel av de norske bilene kom direkte fra Amerika. Norges største eksportvare var papir og cellulose (19,2 pst.), så kom som nummer to fiskeprodukter og hermetikk (15,3), som nummer tre metaller (13 pst.).—Einar Haugen, *Spoken Norwegian*, p. 505.

### Alphabet and pronunciation

- |   |   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|---|---|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| A | a | in stressed syllables followed by one consonant or none, like <i>a</i> in father, but tending toward <i>aw</i> in law, in stressed syllables followed by two or more consonants and in unstressed syllables, like <i>a</i> in father, but very short, resembling more <i>u</i> in but                                                                                                                                                                                                                      |
| B | b | <i>b</i> ; formerly often written for sound <i>p</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| C | c | <i>s</i> in so before <i>e, i, y</i> ; like <i>k</i> before <i>a, o, u</i> , or consonant; occurs only in foreign words; now practically obsolete, being written <i>k</i> or <i>s</i> ; combination <i>ch</i> , like <i>ch</i> in chorus; in French words, like <i>sh</i>                                                                                                                                                                                                                                  |
| D | d | <i>d</i> ; often silent after <i>l, n, r</i> , and at end of words                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| E | e | in stressed syllables followed by one consonant or none, like <i>i</i> in pit, but longer; before <i>r</i> , like <i>a</i> in man; in stressed syllables followed by a consonant other than <i>r</i> plus another consonant, like <i>e</i> in let, but tending toward <i>i</i> in pit; in stressed syllables followed by <i>r</i> plus another consonant, like <i>a</i> in hat; in the words <i>De</i> and <i>de</i> , like <i>ee</i> in meet, but shorter; in unstressed syllables, like <i>a</i> in sofa |
| F | f | <i>f</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| G | g | <i>g</i> in go; before <i>i, y, ei</i> , or <i>øy</i> , almost always like <i>y</i> in yes; after <i>e</i> at end of a few words ( <i>jeg, meg, deg, seg</i> ), like <i>y</i> in say; silent before <i>j</i> , in the word <i>og</i> , in suffix <i>-ig</i> , and in a few other words; in French words, often like <i>sh</i>                                                                                                                                                                              |
| H | h | <i>h</i> ; silent before <i>j</i> or <i>v</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| I | i | in stressed syllables followed by one consonant or none, like <i>ee</i> in meet; in stressed syllables followed by two or more consonants and in unstressed syllables, like <i>ee</i> in meet, but shorter                                                                                                                                                                                                                                                                                                 |
| J | j | <i>y</i> in yes; in French words, like <i>sh</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| K | k | <i>k</i> ; before <i>i, y, j, ei</i> , or <i>øy</i> , like strong <i>h</i> in hue—i.e., like German <i>ch</i> in <i>ich</i>                                                                                                                                                                                                                                                                                                                                                                                |
| L | l | <i>ll</i> in million, sometimes silent before <i>j</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| M | m | <i>m</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| N | n | <i>n</i> ; combination <i>ng</i> , like <i>ng</i> in singer; combination <i>nk</i> , like <i>nk</i> in sink; in French words, <i>en</i> and <i>an</i> often pronounced as through written <i>ang</i>                                                                                                                                                                                                                                                                                                       |
| O | o | in stressed syllables followed by one consonant or none, like <i>o</i> in go, but with lips pursed, resembling more <i>oo</i> in food; in stressed syllables followed by two or more consonants and in unstressed syllables, like <i>u</i> in put                                                                                                                                                                                                                                                          |

[Concluded on following page]

P	p	<i>p</i>
Q	q	always followed by <i>v</i> (or <i>u</i> ), combination being pronounced and now written <i>kv</i> ; occurs only in foreign words
R	r	before vowel, like <i>r</i> , but slightly trilled, with tip of tongue against gums just above upper teeth; resembles Scotch burr or Italian <i>r</i> ; before <i>d</i> , <i>l</i> , <i>n</i> , <i>t</i> , the <i>r</i> loses its trill and sounds somewhat like American <i>r</i> ; always combines with following <i>s</i> to produce sound <i>sh</i> ; in French words, often silent when final after <i>e</i>
S	s	<i>s</i> in sing; before <i>j</i> like <i>sh</i> ; combination <i>sk</i> before <i>i</i> , <i>y</i> , <i>j</i> , <i>ei</i> , or <i>øy</i> almost always like <i>sh</i> ; always combines with preceding <i>r</i> to produce sound <i>sh</i> ; in foreign words, combination <i>sc</i> like <i>s</i> , or in a few words like <i>sk</i> ; <i>sch</i> like <i>sh</i> , or in a few words like <i>sk</i> ; <i>si</i> followed by vowel (now written <i>sj</i> ) like <i>sh</i>
T	t	<i>tj</i> ; combination <i>tj</i> sometimes pronounced as though written <i>kj</i> ; silent in word <i>det</i> and in <i>-et</i> , definite article suffixed to all neuter nouns; in Latin words when followed by <i>i</i> and another vowel, like <i>ts</i> ; ending <i>tion</i> (now written <i>sjon</i> ) pronounced as though written <i>sjon</i>
U	u	in stressed syllables followed by one consonant or none, like <i>oo</i> in food; in stressed syllables followed by two or more consonants and in unstressed syllables, like <i>oo</i> in food, but shorter
V	v	<i>v</i> ; silent in word <i>av</i> and after <i>l</i>
W	w	<i>v</i> ; occurs in foreign words
X	x	<i>ks</i> ; at beginning of words, like <i>s</i>
Y	y	in stressed syllables followed by one consonant or none, like <i>ee</i> in meet, with lips rounded as in pronouncing <i>oo</i> in food, being similar to long German <i>ü</i> or French <i>u</i> ; in stressed syllables followed by two or more consonants and in unstressed syllables, like <i>ee</i> in meet, but shorter, with lips rounded as in pronouncing <i>u</i> in put, being similar to short German <i>ü</i> or French <i>u</i>
Z	z	<i>s</i> in sing; occurs only in foreign words
Æ	æ	formerly sometimes written <i>Ä</i> , <i>ä</i> ; many words formerly written with <i>æ</i> now written with <i>e</i> ; in stressed syllables followed by one consonant or none, like <i>a</i> in care; in stressed syllables followed by two or more consonants and in unstressed syllables, like <i>a</i> in hat, this sound occurring only before <i>r</i>
Ø	ø	formerly often written <i>Ö</i> , <i>ö</i> ; in stressed syllables followed by one consonant or none, like <i>i</i> in pit, but longer, with lips rounded as in pronouncing <i>oo</i> in food, being similar to long German <i>ö</i> or French <i>eu</i> ; in stressed syllables followed by two or more consonants and in unstressed syllables, like <i>e</i> in pet, with lips rounded as in pronouncing <i>u</i> in pull, being similar to short German <i>ö</i> or French <i>eu</i>
A	å	formerly written <i>Aa</i> , <i>aa</i> ; in stressed syllables followed by one consonant or none, like <i>aw</i> in law; in stressed syllables followed by two or more consonants and in unstressed syllables, like <i>aw</i> in law, but shorter



Norway has two official languages, *bokmål* and *nynorsk*. The designations for these languages derive from an act of legislation of 1929. Before that time the languages were known as *riksmål* and *landsmål*, respectively. The term *riksmål* is still used unofficially in Norway today. *Bokmål*, also known in the past as *Dano-Norwegian*, was originally a written language acquired from Denmark during the centuries the two nations were united (1397 to 1814). It differed in many ways from the speech of the Norwegian people, and in its written form was almost identical with Danish until 1907. Since then there have been a number of language reforms—including major ones in 1907, 1918, 1938, and 1959—promulgated by the *Storting*, the Norwegian Parliament, for the purpose of making the orthography correspond more closely with the spoken language. These changes were binding only for government officials and schoolbooks. Private individuals and publishers have been free to use the new systems or not, as they have seen fit. As a consequence there exists a variety of styles in the literature of the 20th century.

The other official language, *nynorsk*, is a synthetic language based on rural Norwegian dialects and originating in the 1850's. Since that time, it has also undergone a number of official reforms as well as changes in name. While its official status is equal to that of *bokmål*, *nynorsk* enjoys less popularity and is used with less frequency than *bokmål*. Approximately 85 percent of the works published in Norway are in *bokmål*, and the percentage of the population using *nynorsk* has been estimated at approximately 22 percent.

The two languages, and their dialects, are in any event very similar, and in their struggle for supremacy are constantly influencing each other. The result may in the end be a single "compromise" language.

However that may be, the linguistic situation in Norway, both in its written and spoken aspects, is very much in a state of flux, and it is particularly difficult to make clear-cut statements about it.

### Special characters

Norwegian uses the Latin alphabet with the addition of three special characters—the last three shown in the alphabet.

The letters *c*, *q*, *w*, *x*, and *z* are now used only in foreign words and proper names. Even in popular words of foreign origin they are preferably avoided by substituting *k* or *s* for *c*, *kv* for *qu*, *v* for *w*, *ks* for *x*, and *s* for *z*.

Fraktur type (German text) was abolished officially in 1907, and is now scarcely in use anywhere.

### Vowels and consonants

The vowels are *a*, *e*, *i*, *o*, *u*, *y*, *æ*, *ø*, and *ɔ*; the so-called back vowels being *a*, *o*, *u*, and *ɔ*; the front vowels *e*, *i*, *y*, *æ*, and *ø*. The other letters of the alphabet are all consonants.

### Combinations of vowel letters (diphthongs)

The diphthongs and their sounds are as follows:

*ai* as *ai* in aisle  
*au* as *ou* in our  
*ei* as *ei* in weigh  
*oi* (in foreign words), as *oi* in boil  
*øy* (formerly written *øi*), like Norwegian *ø* followed by slight sound of Norwegian *y*, the two being sounded as one syllable

*eu* (in foreign words), like Norwegian *æ* followed by slight sound of Norwegian *u*, the two being sounded as one syllable  
*ou* (in foreign words), like Norwegian *u*

### Combinations of consonantal letters (digraphs)

The digraphs and their sounds are:

*ch* (in foreign words), as *sh* in shall or *ch* in chorus  
*gj* as *y* in yes  
*hj*  
*hv*  
*kj*  
*lj*  
*ng*  
*ph* (in foreign words; obsolete)  
*ps* (in foreign words)  
*qv* (also written *qu*; in foreign words, obsolete)

*sc* (in foreign words)  
*sch* (in foreign words)  
*sh* (in foreign words)  
*sj* (also formerly written *si*, *ti* in foreign words), as *sh* in shall  
*sk* as *sh* in shall (before front vowels)  
*th* (usually in foreign words), as *t*  
*tj*  
*wh* (in foreign words)

### Consonantal units

For purposes of syllabification, consonant combinations are treated as units. In addition to the digraphs, the following are also consonantal units: *kv, skj, sp, spr, st, str*.

### Rules for syllabification

1. Diphthongs, digraphs, and consonantal units may not be divided.
2. Division is made on a vowel or on a diphthong before a single consonant, a digraph, or a consonantal unit: *ale-ne, hvi-ske, hu-stru, bei-ning*.
3. In a group of two or more consonants, division is made before the last consonant, digraph, or consonantal unit: *af-ten, dan-ske, sek-sten, tjenst-lig, blom-ster*.
4. Division may be made between two vowels not constituting a diphthong or between a diphthong and another vowel: *fri-er, lei-er*.
5. Certain adverbial prefixes are kept intact. These are: *ad, an, av, bak, be, bi, bort, efter, er, for, fra, frem, ge, in, inn* (formerly *ind*), *med, mis, ned, om, opp* (formerly *op*), *over, på* (formerly *paa*), *til, under, unn* (formerly *und*), *ut, ute*, and *ved*: *ad-splitte, an-bringe, av-klipp, bak-slag*, etc.
6. Certain suffixes are kept intact. These are: *aktig (agtig), artel, asje, het (hed), inne (inde)*: *barn-agtig, god-artel, lekk-asje, matt-het, vert-inne*.
7. Compound words are divided according to their component parts (and each part according to rules 1 to 6), the compounding *s*, if used, going with the preceding component: *aften-avis, aften-blad, aftens-tid*.
8. Foreign words and components of foreign words (not naturalized) follow the conventions of the language of origin: *pa-triot, anti-kvar, inter-esse, mid-shipman*. Under this rule are also included scientific and technical words, which editors prefer to treat etymologically: *me-trisk, hemi-tropi, dia-gnose*.

### Illustrative word divisions

[The numbers in parentheses refer to the syllabification rules]

ame-ri-kan-ske	(2, 2, 3)	re-gje-ring	(2, 2)
ar-ke-o-lo-gi	(3, 4, 2, 2)	re-pre-sen-ta-sjon	(8, 2, 3, 2)
av-brek-ke	(5, 3)	re-pu-blikk	(2, 8)
be-skjef-ti-gel-se	(5, 3, 2, 3)	re-pu-bli-kan-ske	(2, 8, 2, 3)
der-et-ter	(7, 3)	sam-men-brin-ge	(3, 7, 3)
egen-ar-tet	(6, 3)	selv-an-kla-ge	(7, 5, 2)
eks-al-te-re	(8, 3, 2)	ska-des-er-stat-ning	(2, 7, 5, 3)
eng-el-se	(3, 3)	stats-for-fat-ning	(7, 5, 3)
eng-len-der	(3, 3)	sy-ste-ma-tisk	(2, 2, 2)
er-ind-ring	(5, 3)	tids-reg-ning	(7, 3)
eu-ro-pe-i-ske	(2, 2, 2)	til-gren-sen-de	(5, 3, 3)
for-en-te	(5, 3)	tre-å-rig	(7, 2)
gjen-gjel-de	(3, 3)	ty-de-lig	(2, 2)
halv-å-rig	(7, 2)	un-der-of-fi-ser	(3, 5, 3, 2)
inn-plan-te	(5, 3)	un-der-skri-ve	(3, 5, 2)
in-ter-es-sant	(3, 8, 3)	unn-dra	(5, 2)
kjens-gjer-ning	(3, 3)	unn-skyld-ning	(5, 3)
ned-sla-ge-ne	(5, 2, 2)	uor-dent-lig	(3, 3)
om-ar-bei-de	(5, 3, 2)	urett-mes-sig	(7, 3)
over-ens-komst	(5, 3)	ut-ar-bei-de	(5, 3, 2)
pa-ra-graf	(2, 8)	ute-stå-en-de	(5, 4, 2)
pa-tri-ot	(8, 4)	uvil-kår-lig	(3, 3)
pa-tri-o-ti-ske	(8, 4, 2, 2)	vå-pen-ø-vel-se	(2, 7, 2, 3)
post-skrip-tum	(8, 3)	yt-rings-fri-het	(3, 7, 6)
på-dra	(5, 2)	æt-ling-arv	(3, 7)
på-gjel-den-de	(5, 3, 3)	øn-ske-lig	(3, 2)

### Stress and diacritics

Most words are stressed on the first syllable, except when they begin with a prefix such as *be-, er-, for-, ge-*, in which case the syllable following the prefix is stressed. Words borrowed from French are usually stressed on the last or next to last syllable. In compound words, the first component receives the primary stress, the second receives secondary stress.

In stressed syllables, vowels are long before one consonant or none, but short before two consonants or more. However, the letter *m* is never doubled at the end of a word, even though it nearly always follows a short vowel. Some words which usually occur unstressed in the sentence are written with only one consonant following the short vowel. The addition of an ending beginning with a consonant usually, but not always, makes the vowel short. Under such conditions, a long vowel may stand before two or more consonants.

Norwegian words of one syllable when pronounced in isolation or in accented positions in a sentence, and is one of the syllables of longer words, are spoken with a stress or loudness accompanied by pitch. The pitch is raised in monosyllables and in many longer words. Other words of more than one syllable have a pitch on the accented syllable that falls and then rises again on the next syllable. It is not possible to tell from the spelling which pitch-stress combination is to be used.

Consonants when written double are always pronounced long; compare with the long *d* in English *midday*.

With the exception of *d* (sometimes replaced by *aa*), *ä* (variant for *æ*), *ö* (variant for *ø*), diacritics are used only in foreign loanwords and in certain proper names.

### Capitalization

Capitalization is now as in English, except that the polite personal pronouns *De*, *Dem*, and *Deres* are capitalized, but proper adjectives and the names of the months and the days of the week are lowercased. A capital is not required to begin a new line of poetry, and only the first word of titles is capitalized.

Previously, Norwegian followed the German custom of capitalizing all words that functioned as nouns.

### Punctuation

Punctuation is very much like that of English. Norwegian used to punctuate like German, with commas before every clause, but the tendency is away from that now. A comma is not used before the word *og* in an enumeration (A, B, C og D), but is often used where English would have a semicolon or a period. Sometimes commas are used instead of periods for decimals: 10,6. Commas are not used between thousands: 1 000 000.

### Abbreviations

adr.	adresse, address
ang.	angående, concerning, re
A/S	Aksjeselskap, joint-stock company
avd.	avdøde, deceased
bl.a.	blant annet, among others
d.å.	dette år, this year
d.e.	det er, this is, i.e.
d.v.s.	det vil si, that is
e.K.	etter Kristi, after Christ, A.D.
el.	eller, or
f.	født, born, née; for, for; før, before
f.eks.	for eksempel, for example, e.g.
f.K.	før Kristus, before Christ
f.o.m.	fra og med, from and with (including)
Frk.	Frøken, Miss
Hds. Maj.	Hennes Majestet, Her Majesty

H.K.H.	Hans Kongelige Højhed, His Royal Highness
H.M.	Hans Majestet, His Majesty
Hr.	Herr, Mr., Sir
ifl.	ifølge, according to
kap.	kapitel, chapter
m.a.o.	med andre ord, in other words
m.fl.	med flere, et al.
m.h.t.	med hensyn til, as regards to
m.m.	med mere, etc.
nl.	nemlig, namely
o.a.	og annet, and others
o.fl.	og flere, etc.
o.s.v. (osv)	og så videre, and so forth
p.ct. (pct)	prosent, percent
s.	side, page; søndre, south
u.	under, under
yr.	den yngre, junior
ø.	øre, half farthing



**Cardinal numbers**

en, et(t) *ein, ei	one	atten	eighteen
to eit(t)	two	nitten	nineteen
tre, tri	three	tjue (tyve)	twenty
fire	four	tjueen (en og tyve,	twenty-one, etc.
fem	five	etc.)	
seks	six	tretti (tredve)	thirty
sju (syv)	seven	førti	forty
otte	eight	femti	fifty
ni	nine	seksti	sixty
ti	ten	sytti	seventy
elleve	eleven	åtti	eighty
tolv	twelve	nitti	ninety
tretten	thirteen	hundrede	hundred
fjorten	fourteen	hundrede og en, etc.	one hundred and
femten	fifteen		one, etc.
seksten	sixteen	to hundrede, etc.	two hundred, etc.
sytten	seventeen	tusen	thousand

**Ordinal numbers**

første	first	ellevte	eleventh
annen (annet)	second	tolvte	twelfth
tredje	third	trettede, etc.	thirteenth, etc.
fjerde	fourth	tjuende (tyvende)	twentieth
femte	fifth	tjueførste	twenty-first, etc.
sjette	sixth	(enogtyvende)	
sjuende (syvende)	seventh	trettiende (tredevte)	thirtieth
åttende	eighth	førtiende, etc.	fortieth, etc.
niende	ninth	hundrede	hundredth
tiende	tenth	hundrede og første	one hundred and
			first

**Months**

januar (jan.)	January	juli	July
februar (feb.)	February	august (aug.)	August
mars	March	september (sept.)	September
april (apr.)	April	oktober (okt.)	October
mai	May	november (nov.)	November
juni	June	desember (des.)	December

**Days**

søndag, *sundag	Sunday	torsdag	Thursday
mandag, *måndag	Monday	fredag	Friday
tirsdag, *tysdag	Tuesday	lørdag, *laurdag	Saturday
onsdag	Wednesday		

**Seasons**

vår	spring	høst, *haust	autumn
sommer	summer	vinter	winter

**Time**

time	hour	måned, månad	month
dag	day	år	year
uke	week		

REFERENCES.—P. Groth, *A Norwegian Grammar* (1924); Jakob Sverdrup og Marius Sandvei, *Norsk Rettskrivningsordbok* (1940); J. Brynildsen, *Norsk-Engelsk Ordbok* (1927); Einar Haugen, *Beginning Norwegian* (1937); H. Scavenius, *Norsk-English Ordbok* (1943); Einar Haugen, *Spoken Norwegian* (1944); Einar Haugen, *Norwegian English Dictionary* (1965); Finn-Erik Vinje, *Norsk språk* (1972).

NOTES.—Words appearing in parentheses represent unofficial forms which are still widely used. Words preceded by asterisks are nynorsk forms.

## POLISH

Życie i dzieje tych odłamów narodu polskiego, które już od paru pokoleń przeniosły się na daleki kontynent zachodni i tam, w ramach państwowych Stanów Zjednoczonych Ameryki Północnej, kształtują swój los, są nam bardzo mało znane.—W. Doroszewski, *Język polski w Stanach Zjednoczonych A. P.*, Warsaw, 1938, p. 1.

### Alphabet and pronunciation

A	a	<i>a</i> in father	Ó	ó	like Polish <i>u</i>
Ą	ą	like in French <i>bon</i>	P	p	<i>p</i>
B	b	<i>b</i>	Q	q	used only in quoting foreign words
C	c	<i>ts</i> in hats	R	r	<i>r</i> trilled <i>r</i>
Ch	ch	like Scottish <i>loch</i> , strong <i>h</i>	Rz	rz	<i>z</i> in azure
Cz	cz	<i>ch</i> in chin	S	s	<i>s</i> in so
Ć	ć	between <i>ts</i> and <i>ch</i> in chin	Sz	sz	<i>sh</i> in shoe
D	d	<i>d</i>	Szcz	szcz	<i>sh</i> plus <i>ch</i> , somewhat like <i>sti</i> in question
Dz	dz	<i>dz</i> in adz	Ś	ś	between <i>s</i> and <i>sh</i>
Dź	dź	between <i>dz</i> and <i>j</i> in judge	Ść	ść	<i>ś</i> plus <i>ć</i>
Dż	dż	<i>j</i> in judge	T	t	<i>t</i>
E	e	<i>e</i> in set	U	u	<i>u</i> in rule
Ę	ę	somewhat like <i>an</i> in man, or like French <i>in</i>	V	v	used only in quoting foreign words
F	f	<i>f</i>	W	w	<i>v</i>
G	g	<i>g</i> in go	X	x	is rendered <i>Ks</i> ; is used in foreign words and names; examples: Aquae Sextiae, Huxley, and in some Old Polish names and words; examples: Jaxa, Księstwo.
H	h	like <i>h</i> in hook	Y	y	<i>y</i> in rhythm
I	i	<i>i</i> as in machine	Z	z	<i>z</i> in zone
J	j	<i>y</i> in yard, boy	Ż	ż	between <i>z</i> in zone and <i>s</i> in pleasure
K	k	<i>k</i>	Ż	ż	<i>s</i> in pleasure
L	l	<i>l</i> in million			
Ł	ł	<i>l</i> in bell			
M	m	<i>m</i>			
N	n	<i>n</i>			
Ń	ń	<i>ny</i> in canyon			
O	o	<i>o</i> in port			

### Special characters

Polish uses the Latin alphabet with the addition of the following special characters: *Ą ą, Ć ć, Ę ę, Ł ł, Ń ń, Ó ó, Ś ś, Ź ź, and Ż ż*. Note also the following somewhat similar characters frequently confused: *Ż ż, ź ź, and Ł ł*.

### Vowels and consonants

The vowel letters are *a, q, e, ę, i, o, ó, u, and y*. The remaining letters of the alphabet are consonant letters.

### Diphthongs

The sequences of *i* or *j* followed by one of the vowel letters may be called diphthongs, as are the sequences of a vowel followed by *j*: *ia, ja, ią, ja, ie, je, ie, je, io, id, id, iu, ju, aj, ej, ij, oj, ój, uj*. The sequences beginning with *i* are not found initially or after a vowel.

### Digraphs

The digraphs are: *ch, cz, dz, dź, dż, rz, sz, szcz* and *śc*. Their sounds are shown in the alphabet table.

### Consonantal units

The following groups of consonants are for purposes of syllabification treated as units:

*bl, bl, br, brz*  
*chl, chl, chr, chrz, chw*  
*dl, dl, dr, drz, dw*  
*fl, fl*  
*gl, gl, gr, grz, gw*  
*kl, kl, kr, krz, kw*

*pl, pl, pr, prz*  
*śc, sk, skr, skrz, śm, sp, spr, sprz, st,*  
*str, strz, stw*  
*tl, tl, tr, trz, tw*  
*wl, wl, wr, wrz*

### Rules for syllabification¹

1. Diphthongs, digraphs, consonantal units, and one-syllable words may not be divided.

2. Division is made on a vowel or on a diphthong before a single consonant, a digraph, or a consonantal unit: *uli-ca, mię-so, ko-chać, je-szcze, do-bry, do-brze, bli-sko, ko-me-dia, wę-grzyn*.

3. In a group of two or more consonants the division is made before the last consonant, digraph, or consonantal unit: *leś-ny, lek-ko, lep-szy, pań-stwo, maj-sier, pierw-szy*.

4. Division may be made between vowels not constituting a diphthong or between a diphthong and another vowel: *po-ić, po-ema, oce-an, ma-jor*.

5. Certain adverbial prefixes are kept intact. These are: *bez, do, na, nad(e), naj, ni, nie, o, ob(e), od(e), po, pod(e), poza, prze, przed(e), przy, roz(e), spół, u, wy, za, and ze*: *bez-interesowny, do-słać, na-słać, nad-inspektor, nade-słać, ni-gdzie, nie-krwawy*, etc.

6. Compound words are divided according to their component parts (and each part according to rules 1 to 5): *kraj-obraz, krótko-trwały*.

7. Foreign words and components of foreign words (not naturalized) follow the conventions of the language of origin: *golf-sztram, foks-trot, kop-szyk, super-arbiter*. This rule applies also to technical and scientific terms, which editors prefer to divide etymologically: *san-gwinik, dia-gnostyka, strato-sfera, hiper-mnezja*.

### Illustrative word divisions

[The numbers in parentheses refer to the syllabification rules]

ame-ry-kań-ski	(2, 2, 3)	ge-o-me-tria	(4, 2, 2)
an-ty-kwa-riusz	(3, 7, 2)	Hisz-pa-nia	(3, 2)
atlan-tyc-ki	(3, 3)	ide-o-lo-gia	(4, 2, 2)
au-tor-stwo	(2, 3)	in-kwi-zy-cja	(7, 2, 2)
bez-in-te-re-sow-ny	(5, 3, 2, 2, 3)	in-stru-ment	(3, 2)
bez-względ-ny	(5, 3)	jak gdy-by	(6, 2)
bi-blij-ny	(2, 3)	kom-pa-nion	(3, 2)
czleko-kształt-ny	(6, 3)	ludo-znaw-stwo	(6, 3)
di-e-lek-trycz-ny	(7, 2, 3, 3)	ła-go-dzić	(2, 2)
dia-gno-sty-ka	(7, 2, 2)	mek-sy-kań-ski	(3, 2, 3)
do-słów-ny	(5, 3)	mi-mo-środ-ko-wy	(2, 6, 3, 2)
do-zna-wać	(5, 2)	na-de-rwać	(2, 5)
dwu-znacz-ność	(6, 3)	nad-gni-ły	(5, 2)
elo-kwen-cja	(7, 3)	na-gmin-ny	(5, 3)
en-cy-klo-pe-dia	(3, 2, 2, 2)	naj-mniej-szy	(5, 3)
eu-ro-pej-ski	(2, 2, 3)	nie-słusz-ny	(5, 3)
fe-u-da-lizm	(4, 2, 2)	obe-gna-li-śmy	(5, 2, 2)
foto-gra-wiu-ra	(2, 2, 2, 2)	ob-ra-do-wać	(5, 2, 2)
fre-kwen-cja	(7, 3)	ob-słu-ga	(5, 2)

¹ Syllabification usage varies considerably among Polish printers, especially as regards the division of consonantal groups. Editors usually permit printers to divide such groups optionally, provided the division does not override phonetics and etymology. The rules given here, being designed for consultants who might not be fully familiar with Polish, are somewhat restrictive, but they insure invariably correct and consistent word division.



*Illustrative word divisions—Continued*

ode-rwa-nie	(5, 2)	rzecz-po-spo-li-ta	(6, 2, 2, 2)
od-wzo-ro-wa-nie	(5, 2, 2, 2)	samo-wznie-ca-nie	(2, 6, 2, 2)
od-zna-cze-nie	(5, 2, 2)	samo-zwa-niec	(2, 6, 2)
po-de-słać	(2, 5)	san-gwi-nicz-ny	(7, 2, 3)
pod-in-spek-tor	(5, 3, 3)	spół-ob-wi-nio-ny	(5, 5, 2, 2)
po-gnie-wać	(5, 2)	stro-i-ciel	(4, 2)
poza-służ-bo-wy	(2, 5, 3, 2)	super-ar-bi-ter	(2, 7, 3, 2)
przede-wzysk-kiem	(5, 3)	śmier-tel-nie	(3, 3)
przed-szkol-ny	(5, 3)	War-sza-wa	(3, 2)
prze-wra-cać	(5, 2)	wy-sło-wie-nie	(5, 2, 2)
przy-gnę-biać	(5, 2)	wy-słu-chać	(5, 2)
prze-zna-cze-nie	(5, 2, 2)	za-słab-nię-cie	(5, 3, 2)
pu-blicz-ność	(2, 3)	ze-wnętrz-ność	(5, 3)
re-pu-bli-ka	(2, 2, 2)	zjed-no-czo-ne	(3, 2, 2)
ro-ze-gnać	(2, 5)	zwie-rze-nie	(2, 2)
roz-mna-żać	(5, 2)	żyw-no-ścio-wy	(3, 2, 2)

**Stress and diacritics**

Stress is usually on the penultimate (next to the last) syllable: *MAT-ka*, *głę-BO-ki*, *spo-wo-DO-wać*. In verbs of the first and second person plural past tense and in words of Latin and Greek origin the stress is on the antepenultimate (second from the last) syllable: *BY-li-śmy* (we were), *BY-li-ście* (you were), *a-ryt-ME-ty-ka*, *MU-zy-ka*, *re-TO-ry-ka*.

The diacritical marks used are the inverted cedilla (¸), to indicate the nasal sounds *q* and *ę*; the acute (´), to indicate the palatalization of a consonant; the stroke (˘), to indicate the hard *l*; and the superior dot (˙), to indicate the postpalatal *ż*.

**Capitalization**

Capitalization is practically the same as in English, except that proper adjectives are lowercased and names of days and months are lowercased. Initial caps are used in titles of periodicals.

**Punctuation**

Punctuation is practically the same as in English, except that the comma is used to mark off restrictive as well as nonrestrictive clauses.

**Alphabetization**

The letters *q*, *ć*, *ę*, *l*, *ó*, *ś*, *ź*, and *ż* are regarded as separate characters and are so alphabetized. The complete alphabetic order is: *a, q, b, c, ć, d, e, ę, f, g, h, i, j, k, l, ł, m, n, ó, o, ó, p, r, s, ś, t, u, w, y, z, ź, ż*.

**Abbreviations**

a.	albo, or, or else
im.	imienia, named for
i t. d.	i tak dalej, et cetera
itp.	i tym podobne, and the like
jw.	jak wyżej, as above
N. or Nr	numer, number
np.	na przykład, for instance
p.	pan, pani, Mr., Mrs.
por.	porównaj, compare with, cf.
r.	rok, year

r.b.	roku bieżącego, current year
s-ka	spółka, company, association
str.	stronica, page
sz.	szanowny, honorable
ś. p.	świętej pamięci, deceased
św.	święty, Saint
t.j.	to jest, that is
tzn.	to znaczy, that is
twz.	tak zwany, so-called
w.	wiek, century

**Cardinal numbers**

jeden, jedna, jedno	one
dwa, dwaj, dwie, dwoje	two
trzy, trzej, troje	three
cztery, cztery, czworo	four
pięć	five
sześć	six
siedem	seven
osiem	eight
dziewięć	nine
dziesięć	ten
jedenasta	eleven

dwanaście	twelve
trzynaście	thirteen
czternaście	fourteen
piętnaście	fifteen
szesnaście	sixteen
siedemnaście	seventeen
osiemnaście	eighteen
dziewiętnaście	nineteen
dwadzieścia	twenty
dwadzieścia jeden,	twenty-one,
etc.	etc.

**Cardinal numbers—Continued**

trzydzieści	thirty	pięćset	five hundred
czterdzieści	forty	sześćset	six hundred
pięćdziesiąt	fifty	siedemset	seven hundred
sześćdziesiąt	sixty	osiemset	eight hundred
siedemdziesiąt	seventy	dziewięćset	nine hundred
osiemdziesiąt	eighty	tysiąc	thousand
dziewięćdziesiąt	ninety	dwa tysiące	two thousand
sto	hundred	trzy tysiące, etc.	three thousand,
sto jeden, etc.	one hundred and		etc.
	one, etc.	pięć tysięcy, etc.	five thousand, etc.
dwieście	two hundred	sto tysięcy	hundred thousand
trzysta	three hundred	milion	million
czterysta	four hundred		

**Ordinal numbers**

pierwszy, -sza, -sze	first	trzydziesty	thirtieth
drugi, -ga, -gie	second	czterdziesty	fortieth
trzeci	third	pięćdziesiąty	fiftieth
czwarty	fourth	sześćdziesiąty	sixtieth
piąty	fifth	siedemdziesiąty	seventieth
szósty	sixth	osiemdziesiąty	eightieth
siódmy	seventh	dziewięćdziesiąty	ninetieth
ósmy	eighth	setny	hundredth
dziwiasty	ninth	sto pierwszy, etc.	one hundred and
dziesiąty	tenth		first, etc.
jedenasty	eleventh	dwusetny	two hundredth
dwunasty	twelfth	trzechsetny or	three hundredth
trzynasty	thirteenth	dwóchsetny	
czternasty	fourteenth	czterechsetny	four hundredth
piętnasty	fifteenth	pięćsetny	five hundredth
szesnasty	sixteenth	sześćsetny	six hundredth
siedemnasty	seventeenth	siedemsetny	seven hundredth
osiemnasty	eighteenth	osiemsetny	eight hundredth
dziewiętnasty	nineteenth	dziewięćsetny	nine hundredth
dwudziesty	twentieth	tysiączny	one thousandth
dwudziesty pierwszy,	twenty-first,	dwutysięczny	two thousandth
etc.	etc.	milionowy	millionth

**Months**

styczeń (stycz.)	January	lipiec (lip.)	July
luty	February	sierpień (sierp.)	August
marzec (mar.)	March	wrzesień (wrzes.)	September
kwiecień (kwiec.)	April	październik (paźdz.)	October
maj	May	listopad (listop.)	November
czerwiec (czerw.)	June	grudzień (grudz.)	December

**Days**

niedziela	Sunday	czwartek	Thursday
poniedziałek	Monday	piątek	Friday
wtorek	Tuesday	sobota	Saturday
środa	Wednesday		

**Seasons**

wiosna	spring	jesień	autumn
lato	summer	zima	winter

**Time**

godzina	hour	miesiąc	month
dzień	day	rok	year
tydzień	week	wiek	century

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## PORTUGUESE

Concluindo êste ponto: há o fato da língua brasileira, que percebemos nos atritos com as diferenças, especialmente as diferenças portuguêsas, que estão mais próximas de nós. Fora dêsses atritos, nós não nos damos conta dela: vivêmo-la. E há o conflito entre ela e a formação líterogramatical que recebemos na escola e no livro de erudição. É o chamado problema da língua brasileira, em que a consciência da nacionalidade, o patriotismo político e o espírito objetivo das ciências positivas se debatem contra a rotina, a filologia, a gramática, e o diletantismo tais como se radicaram em algumas cidades brasileiras.—Herbert Parentes Fortes, *A Questão da Língua Brasileira* (1962?), p. 10.

### Alphabet and pronunciation ¹

A	a	stressed: <i>a</i> in <i>mama</i> ; unstressed: <i>a</i> in <i>sofa</i>
B	b	<i>b</i>
C	c	<i>s</i> in <i>so</i> ; before <i>e</i> or <i>i</i> ; elsewhere like <i>k</i>
D	d	<i>d</i>
E	e	stressed: like <i>e</i> in <i>Hey!</i> (close, written <i>ê</i> ), or <i>e</i> in <i>get</i> (open, written <i>é</i> ); unstressed: <i>ee</i> in <i>see</i>
F	f	<i>f</i>
G	g	<i>su</i> in <i>measure</i> , before <i>e</i> or <i>i</i> ; elsewhere like <i>g</i> in <i>go</i>
H	h	silent
I	i	<i>e</i>
J	j	<i>su</i> sound in <i>measure</i>
K	k	<i>k</i> ; used only in foreign words
L	l	<i>l</i> in <i>lay</i> everywhere, except in final position, like <i>ll</i> in <i>hill</i>
M	m	<i>m</i> before vowel; after vowel, nasalizes vowel and is itself weakened in closure; final unstressed <i>am</i> like Portuguese, <i>ão</i>
N	n	<i>n</i> initially and intervocalically; before consonants, drops nasalizing preceding vowel
O	o	stressed: somewhat like <i>o</i> in <i>sow</i> (close, sometimes written <i>ô</i> ), or like <i>aw</i> in <i>saw</i> (open, sometimes written <i>ó</i> ); unstressed: <i>o</i> in <i>obey</i> , or <i>ou</i> in <i>bayou</i> when final
P	p	<i>p</i>
Q	q	always followed by <i>u</i> (see Digraphs)
R	r	<i>r</i> initially, and <i>rr</i> medially, like Parisian <i>r</i> ; single <i>r</i> (between vowels or before and after consonants), like the sound of <i>tt</i> in <i>butter</i> (colloquial American English pronunciation)

[Concluded on following page]

¹ The pronunciation shown is that of Brazilian Portuguese; in Portugal unstressed vowels are more slurred, and certain consonants have slightly different sounds.

S	s	s initially or before and after consonants; between vowels or when the next letter of the following word is a vowel, z
T	t	t
U	u	u in Ruth
V	v	v
W	w	w or v, only in foreign words
X	x	sh in shoe initially, and often elsewhere; otherwise as x in box (=ks), or as s or z
Y	y	y; used only in archaic Portuguese
Z	z	z in gaze; final often like z in azure

### Special characters

Portuguese uses the Latin alphabet, with the addition of the following special characters: the acute (´), the circumflex (^), the grave (`), and the dieresis (¨).

The Portuguese system of writing vowels makes use of diacritical marks to indicate all of the vowel distinctions operant in the Portuguese language. Thus, *i*, *ê*, *é*, *a*, *ó*, *ô*, and *u* for the nonnasalized vowels; *ï*, *ê*, *â*, *ô*, and *û* for the nasalized vowels. The dieresis is used over the letter *u* to indicate that the *û* has the value of *w*, as in *wet*. The cedilla is used with the letter *ç* to indicate the value of *s* before *a*, *o*, and *u*.

### Vowels and consonants

The vowels are *a*, *e**, *i*, *o**, and *u*, all of which have nasalized variants. The letter *y*, which occurs only in foreign words, is treated as a vowel before a consonant, otherwise as a consonant. The other letters of the alphabet are all consonants.

### Diphthongs and triphthongs

A diphthong is a combination of two vowels. This is pronounced as one syllable, the first vowel receiving the predominant sound: *pai* (pronounced *pai*). If the second vowel, however, carries an accent mark, the two vowels do not constitute a diphthong and are pronounced separately: *pais* (pronounced *pa-is*).

A diphthong may also be a combination of two weak vowels. In such case the first vowel receives the predominant sound and the second one is slurred over: *fluido* (pronounced *fluido*), *partiu* (pronounced *partiu*). If the second vowel, however, carries the acute mark, the two vowels do not constitute a diphthong: *ruído* (pronounced *ru-ido*), *miúdo* (pronounced *mi-udo*).

In diphthongs in which the first element is stressed, the final *i* and *e* have the value of *y* in *boy*; the final *o* and *u* have the value of *w* in *cow*. In diphthongs where the second element is stressed, the initial *i* and *e* have the value of *ee* in *fee*, and *u* in *Ruth*; other vowels retain their normal values.

A triphthong is a combination of three vowels, the middle one of which is stressed, the others weak, and is pronounced as a single syllable, the stressed vowel receiving the predominant sound: *iguais* (pronounced *iguais*). If one of the weak vowels, however, carries an accent mark, the vowels do not constitute a triphthong: *partieis* (pronounced *partl-eis*).

### Digraphs

The digraphs and their sounds are:

*ch* as *sh* in *ship*; in archaic forms, like *k* in *kite* (archaic refers to works written before the orthographic reforms of 1942)

*gu* as *g* in *go*, only before *e*, *i*; *gü* before *e*, *i* to indicate the sound of *gw*

*lh* as *li* in *million*

*nh* as *ny* in *canyon*

*ph* as *f* (in the older orthography only)

*qu* as *k* before *e*, *i*; before *a* and sometimes before *o* as *qu* in *quality* (=kw); *qü* is used before *e*, *i* to indicate the sound of *kw*

*th* as *t* (in the older orthography only)

*Open and close forms.

## Consonantal units

For the purpose of syllabification, the following are consonantal units:

*bl, br*  
*chl, chr, cl, cr*

*dl, dr*  
*fl, fr*

*gl, gr*  
*pl, pr*

*tl, tr*  
*vl, vr*

## Rules for syllabification

1. Diphthongs, triphthongs, digraphs, and consonantal units may not be divided.
2. Division is made on a vowel or on a diphthong before a single consonant, a digraph, or a consonantal unit: *ba-lão, ba-nhar, ma-dre, flui-do*.
3. In a group of two or more consonants, division is made before the last consonant, digraph, or consonantal unit: *par-te, guer-ra, sump-to, per-cha, sem-pre*.
4. Division between vowels is avoided. In narrow measure, however, division is admissible between two strong vowels. Hence, in the interest of good spacing, the following vowels may be divided: *aa, ae, ao; ea, ee, eo; oa, oe, oo* (but not the nasal vowels *ãe, ão, and õe, etc.*): *do-ente, le-oa, po-ema*.
5. According to the new orthography, only the prefix *ex* is kept intact, but division may be made on the other prefixes if such division conforms to rules 2 to 4: *con-sócio* (rule 3), *in-justo* (rule 3), *pro-mover* (rule 2), *re-organizar* (rule 4); but *cons-tar* (rule 3), *ins-pirar* (rule 3), *pros-crever* (rule 3), *reü-nião* (rule 2).
6. Compound words (hyphenated) are divided preferably on the hyphen (and each part, according to rules 1 to 5): *além-atlântico, sub-rogar*.
7. Foreign words and components of foreign words (not naturalized) follow the conventions of the language of origin: *Wash-ington, co-gnac, cre-scendo, Reichsamt*. Technical and scientific terms are regarded as naturalized words and are divided according to rules 1 to 6.

## Illustrative word divisions

[The numbers in parentheses refer to the syllabification rules]

aban-do-nar	(3, 2)	maio-ri-da-de	(2, 2, 2)
abas-te-cer	(3, 2)	má-xi-mo	(2, 2)
aba-ti-men-to	(2, 2, 3)	mi-san-tró-pi-co	(2, 3, 2, 2)
ab-so-lu-to	(3, 2, 2)	mis-ce-lâ-neia	(3, 2, 2)
abs-tra-to	(3, 2)	ne-ces-si-da-de	(2, 3, 2, 2)
an-ti-a-é-reo	(3, 3, 4, 2)	ne-cro-ló-gi-co	(2, 2, 2, 2)
bem-es-tar	(6, 3)	neu-tra-li-zar	(2, 2, 2)
bi-blio-te-ca	(2, 2, 2)	no-ro-es-te	(2, 4, 3)
bi-ci-cle-ta	(2, 2, 2)	no-va-ior-ki-no	(2, 6, 3, 2)
Bra-si-lei-ro	(2, 2, 2)	nú-me-ro	(2, 2)
com-pre-en-de	(3, 4, 3)	ob-je-to	(3, 2)
con-so-an-te	(3, 4, 3)	obli-quân-gu-lo	(2, 3, 2)
co-ra-ções	(2, 2)	obs-cu-ran-te	(3, 2, 3)
dei-xan-do	(2, 3)	obs-tru-ção	(3, 2)
de-se-qui-lí-brio	(2, 2, 2, 2)	oce-â-ni-co	(4, 2, 2)
elip-sóide	(3, 2)	oxi-gê-nio	(2, 2)
em-bai-xa-dor	(3, 2, 2)	pa-le-ó-gra-fo	(2, 4, 2, 2)
es-ta-du-ni-den-se	(3, 2, 2, 2, 3)	pa-lha-bo-te	(2, 2, 2)
ex-er-ci-do	(5, 3, 2)	Pa-na-me-ri-ca-no	(2, 2, 2, 2, 2)
fer-rô-lho	(3, 2)	pa-râ-me-tro	(2, 2, 2)
go-niô-me-tro	(2, 2, 2)	pa-triô-ti-co	(2, 2, 2)
he-mis-fé-rio	(2, 3, 2)	pe-ga-nhen-to	(2, 2, 3)
hi-gros-có-pio	(2, 3, 2)	pei-xei-ra	(2, 2)
inad-mis-sí-vel	(3, 3, 2)	por-tu-guê-sa	(3, 2, 2)
in-com-pre-en-sí-vel	(3, 3, 4, 3, 2)	pro-ble-ma	(2, 2)
ine-ren-tes	(2, 3)	pù-bli-ca-men-te	(2, 2, 2, 3)
in-ex-is-ten-te	(5, 5, 3, 3)	re-pre-sen-tan-tes	(2, 2, 3, 3)
ins-ta-la-ções	(3, 2, 2)	re-pù-bli-ca	(2, 2, 2)
in-te-res-sa-dos	(3, 2, 3, 2)	se-mi-o-fi-cial	(2, 2, 2, 2)
inu-ti-li-zar	(2, 2, 2)	se-nho-res	(2, 2)
ju-rí-di-co	(2, 2, 2)	su-bal-ter-nos	(2, 3, 3)
lin-güís-ti-co	(3, 3, 2)	subs-cre-ver	(3, 2)
lu-xu-rian-te	(2, 2, 3)	trans-pi-rar	(3, 2)



## Stress and diacritics

Stress in Portuguese words normally falls on the next-to-last syllable: *filosofla*, *punfa*, *punlam*, *lowarlas*, *continUo*, *continUe*; otherwise on the last syllable: *continUa*. Words ending in *l*, *r*, and diphthongs followed or not by *s*: *canAl*, *entendEr*, *varÃO*, *varOes*, *sarAu*, *arrAis*.

Words contrary to the above rule have their stress marked either with an acute or a circumflex: The use of the acute indicates that the stressed vowel is open; the circumflex indicates that the stressed vowel is closed. Besides indicating that the vowel receives prominent sound, therefore, stress can also mark the opening or closing of a vowel; in either of these cases, the meaning of a word can change radically: e.g., *trôco* (small change), *troco* (I change); *sábia* (wise woman), *sabia* (he/she knew), *sabiá* (Brazilian bird), etc.²

Accent marks are used as mere diacritics for other purposes, as follows:

(a) The acute mark is used over the *e* or *o* in the stressed diphthongs *ei*, *eu*, *oi*, to indicate that the *e* or *o* is open; otherwise, the *e* or *o* is closed: *réis*, plural of *real* (but *reis*, plural of *rei*), *batéis*, plural of *batel* (but *bateis*, second person plural of *bater*), *sois*, plural of *sol* or second person singular of *soer* (but *sois*, second person plural of *ser*); also *vêu(s)*, *chapêu(s)*, *herói(s)*, *jóia*, *gibóia*, etc.

(b) The acute is used over the *i* or *u* to indicate that the diphthong does not adhere to the normal penultimate (next-to-last) stress and that the prominent sound should be shifted to the marked vowel: *puniriamos*, *país*, *saída*, *saúde*, *baú*, etc.

(c) The circumflex is used over stressed *e* or *o* to close the vowel and to indicate that there are other words spelled like them with the stressed *e* or *o* open: *rêgo* (furrow), *rego* (first person singular of *regar*); *rôgo* (request), *rogo* (first person singular of *rogar*); *dêmos* (present subjunctive of *dar*), *demos* (present indicative of *dar*), *côrte* (court), *corle* (cut, edge), etc.

(d) The acute and circumflex are used as in (c) on monosyllables ending in *a*, *as*, *e*, *es*, *o*, *os*: *pá(s)*, *sé(s)*, *vê(s)*, *mês*, *pó(s)*, *pós* (from *pôr*), etc.

(e) The acute and circumflex are used on certain words carrying sentence emphasis to distinguish them from words spelled like them but not receiving sentence emphasis: *quê* (interrogative), *que* (relative); *porquê* (interrogative), *porque* (conjunction); *pôr* (verb), *por* (preposition); *pára* (verb), *para* (preposition); *pêla* (noun), *pela* (preposition), etc.

(f) The grave and circumflex are used to indicate primary stress in adverbs ending in *mente*: *râpidamente*, *sômente*, *corlêmente* (from *rápido*, *só*, *corlê*).

(g) The dieresis (¨) is used over the *u* in *gu*, *qu* before *e* or *i* to indicate that the *u* is to be pronounced but not stressed. In other cases the *u* in *gu* and *qu* before *e* or *i* is silent: *consequência*, but *arguir*, *arguí* (first person preterite), and *argui* (third person present).

(h) The grave is used as a marker of contractions (the preposition *a* + a following pronoun or article): *à* (to the), *a* (the); *aquê* (that one), *àquele* (to that one), etc.

(i) The tilde (˜) is used to indicate a nasal vowel. It is also used at times to indicate a contraction: *Roiž* (= *Rodriguez*), *q̃* (= *que*), *sñça* (= *sentença*).

## Capitalization

Capital letters are used as in English with the exception that names of months, days of the week, and proper adjectives are lowercased.

## Punctuation and hyphenation

Punctuation marks are used as in English.

The apostrophe as a sign of contraction between prepositions and pronouns has practically disappeared: *nestle* (instead of, formerly, *n'este*, *'nestle*, or *n-este*), in this; *dêsse* (instead of *d'êsse*), of that; *daquém* (instead of *d'aquém*), on this side; *dêle* (instead of *d'êle*), of him, his; etc. The apostrophe is still retained, however, in proper nouns and a few compounds: *Sani' Ana*, *Nun' Alvares*. (Note also compounds in paragraph following.)

The hyphen is employed, aside from its use in syllabification, to indicate compounds whose elements retain their phonetic independence: *mãe-d'água*, reservoir; *mão-d'obra*, workmanship; *contra-almirante*, rear admiral; *pára-raios*, lightning conductor. It is also used to set off suffixed and infixed pronouns in verb forms: *dê-me*, give me; *dizem-no-lo*, they say it to us; *fa-lo-ia*, I would do it; also after the monosyllabic forms of *haver* when followed by *de* and an infinitive: *hei-de ler*, I must read, but *haviámos de ler*, we had to read.

²On the whole, the rules here recommended follow those now valid in Brazil.

## Abbreviations

cm	centímetro, centimeter
D.	Dom, Sir; Dona, Lady
Dr.	doutor, doctor
Dra.	doutora, doctress
EE. UU.	Estados Unidos da
da A.,	América, United States
E. U. A.	of America
Exmo.	Excel(l)entíssimo, Excel- lency
hect.	hectare, hectare
Il(l)mo.	Il(l)ustríssimo, Illustri- ous
l.	litro, liter
m.	metro, meter
p.	página, page

pp.	páginas, pages
S. Excia.	Sua Excel(l)ência, His Excellency
S.	São (contraction of san- to), Saint
Snr., Sr.	senhor, Mr.; also Lord
Snra., Sra.	senhora, Mrs.
Sn r t a., Srta.	senhorita, Miss
Sta.	Santa, Saint
V. E., V.	Vossa Excel(l)ência, Your Excellency
Exa.	Excellency
Vmcê., V.	Vossa Mercê, Your Grace
M.	

## Cardinal numbers

um, uma	one
dois, duas	two
três	three
quatro	four
cinco	five
seis	six
sete	seven
oito	eight
nove	nine
dez	ten
onze	eleven
doze	twelve
treze	thirteen
catorze	fourteen
quinze	fifteen
dezasais, dezaseis	sixteen
dezasete, dezasete	seventeen
dezoito	eighteen
dezanove	nineteen
vinte	twenty
vinte e um, etc.	twenty-one, etc.

trinta	thirty
quarenta	forty
cincoenta, cin- qüenta	fifty
sessenta	sixty
setenta	seventy
oitenta	eighty
noventa	ninety
cem, cento	hundred
cento e um(a), etc.	one hundred and one, etc.
duzentos, -as	two hundred
trezentos, -as, etc.	three hundred, etc.
mil	thousand
mil e um(a), etc.	one thousand and one, etc.
dois mil, etc.	two thousand, etc.
um milhão	million

Round millions used adjectively are followed by *de*: *Um milhão de contos*, or *1,000,000 de contos*.

## Ordinal numbers

primeiro	first
segundo	second
terceiro	third
quarto	fourth
quinto	fifth
sexto	sixth
sétimo	seventh
oitavo	eighth
nono	ninth
décimo	tenth
undécimo	eleventh
décimo primeiro	
duodécimo, décimo segundo	twelfth
décimo terceiro, etc.	thirteenth, etc.
vigésimo	twentieth
vigésimo primeiro, etc.	twenty-first, etc.
trigésimo	thirtieth

quadragésimo,	fortieth
quarentésimo	
quinquagésimo	fiftieth
sexagésimo	sixtieth
septuagésimo	seventieth
octogésimo	eightieth
nonagésimo	ninetieth
centésimo	hundredth
centésimoprimeiro, etc.	one hundred and first, etc.
ducentésimo	two hundredth
tricentésimo	three hundredth
quadringentésimo	four hundredth
quingentésimo	five hundredth
sexcentésimo	six hundredth
septingentésimo	seven hun- dredth
octingentésimo	eight hundredth
noningentésimo	nine hundredth
milésimo	thousandth

**Months**

janeiro (jan.)	January	julho (jul.)	July
fevereiro (fev.)	February	agosto (agto.)	August
março (mço.)	March	setembro (set.)	September
abril (abr.)	April	outubro (obro.)	October
maio	May	novembro (nov.)	November
junho (jun.)	June	dezembro (dez.)	December

**Days**

domingo	Sunday	quinta-feira	Thursday
segunda-feira	Monday	sexta-feira	Friday
terça-feira	Tuesday	sábado	Saturday
quarta-feira	Wednesday		

**Seasons**

primavera	spring	outono	autumn
verão	summer	inverno	winter

**Time**

hora	hour	mês (mez)	month
dia	day	ano	year
semana	week		

REFERENCES.—Aurélio Buarque de Hollanda, *Pequeno Dicionário Brasileiro da Língua Portuguesa* (1963); Frederick B. Agard, Hélio Lobo, and Raymond S. Willis, Jr., *Brazilian Portuguese* (1944); Alvaro Franco, *Dicionário Inglês-Português [e] Português-Inglês* (1941).



## RUSSIAN

Тамань—маленький городок на берегу моря. * * * Во всём городе только один каменный дом, у самого въезда в город. В нём почта и военное начальство.—М. Yu. Lermontov, 'Taman', D. C. Heath & Co. edition, p. 1.

### Alphabet, transliteration,¹ and pronunciation

А	а	a	a in far ²
Б	б	b	b
В	в	v	v
Г	г	g	g in go ³
Д	д	d	d
Е	е	ye, e ⁴	ye in yell, e in fell ⁵
Ё	ё	yě, ě ⁶	yō in yore, o in order ⁷
Ж	ж	zh	z in azure
З	з	z	z in zeal
И	и	i	i in machine ⁸
Й	й	y	y in boy
К	к	k	k
Л	л	l	l
М	м	m	m
Н	н	n	n
О	о	o	o in order ⁹
П	п	p	p
Р	р	r	r
С	с	s	s in so
Т	т	t	t
У	у	u	u like the oo in Moon.
Ф	ф	f	f
Х	х	kh	h in how, but stronger, or <i>ch</i> in Scottish loch
Ц	ц	ts	ts in hats
Ч	ч	ch	ch in church
Ш	ш	sh	sh in shoe
Щ	щ	shch	sh plus ch, somewhat like <i>sti</i> in question
Ъ	ъ	'' ¹⁰	( ¹¹ )
Ы	ы	y	y in rhythm
Ь	ь	' ¹²	( ¹³ )
Э	э	e	e in elder
Ю	ю	yu	u in union
Я	я	ya	ya in yard

¹ U. S. Board on Geographic Names transliteration, 1944. (See p. 526 for Slavic transliteration as a whole.)

² When stressed; when unstressed, like *a* in sofa.

³ Also pronounced as *v* in the genitive ending -ro; often used for original *h* in non-Russian words, but is pronounced as *g* by Russians.

⁴ *Ye* initially, after vowels, and after Ъ, Ь.

⁵ Pronounced as *i* in habit, or the same sound with preceding *y*, when unstressed.

⁶ *Yě* as for *ye*. The sign *ě* is not considered a separate letter of the alphabet, and the '' is often omitted. Transliterate as *ě*, *yě* when printed in Russian as *ě*; otherwise use *e*, *ye*.

⁷ Only stressed.

⁸ Like *i* in habit when unstressed; like *ye* in yield after a vowel and after Ъ.

⁹ Like *o* in abbot when unstressed.

¹⁰ The symbol '' (double apostrophe), not a repetition of the line above.

¹¹ No sound; used only after certain prefixes before the vowel letters е, ё, я, ю. Formerly used also at the end of all words now ending in a consonant letter. See Note on Old Spelling, p. 473.

¹² (apostrophe).

¹³ Palatalizes a preceding consonant, giving a sound resembling the consonant plus *y*, somewhat as in English meet you, did you.

### Special characters

Russian uses the Cyrillic alphabet. Many of the characters are the same as in Latin, with the following special ones: Б б, Г г, Д д, Ж ж, Й й, Л л, П п, Ф ф, Ц ц, Ш ш, Щ щ, Ъ ъ, Ы ы, Э э, Ю ю, and Я я. Note the following somewhat similar characters: Ы ы, Л л, У у, Ш ш, Э э, л л, ш ш. The Ы is a separate character and not a combination of Ъ and И.

### Transliteration

This is a mechanical process of substituting the transliteration letter or combination of letters for each Russian letter: Москва = *Moskva*, Киев = *Kiyev*, Русский = *Russkiy*, etc.

### Vowels and consonants

The vowel letters are а, е, ё, и, о, у, ы, э, ю, and я, represented, respectively, by *a, e* or *ye, ë* or *yë, i, o, u, y, e, yu, ya*. The letters й, ъ, and ь are not called either vowels or consonants. All other letters are consonants.

### Diphthongs

The sequences of a vowel followed by й are often called diphthongs. Their sounds are:

аѣ ( <i>ay</i> ) <i>ai</i> in aisle	ыѣ ( <i>yuy</i> ) <i>y</i> in rhythm plus <i>y</i> in yield
еѣ ( <i>ey, yey</i> ) <i>ey</i> in they, or as <i>yea</i> (= yes)	эѣ ( <i>ey</i> ) <i>ey</i> in they
иѣ ( <i>iy</i> ) like prolonged English <i>ee</i>	юѣ ( <i>yuy</i> ) <i>you</i> plus <i>y</i> in yield
оѣ ( <i>oy</i> ) <i>oy</i>	яѣ ( <i>yay</i> ) <i>ya</i> in yard plus <i>y</i> in yield
уѣ ( <i>uy</i> ) <i>uoy</i> in buoy as pronounced by some ( <i>oo</i> plus <i>y</i> )	

### Digraphs

The transliterations *ye, zh, kh, ts, ch, sh, shch, yu, ya* represent single Russian letters and should not be divided in syllabification.

### Consonantal units

The following combinations of consonants should be treated, for syllabification purposes, as indivisible units:

бл, бр ( <i>bl, br</i> )	мл ( <i>ml</i> )
вл, вр ( <i>vl, vr</i> )	пл, пр ( <i>pl, pr</i> )
гл, гр ( <i>gl, gr</i> )	ск, скв, скр, ст, ств, стр ( <i>sk, skv, skr, st, slv, str</i> )
дв, др ( <i>dv, dr</i> )	тв, тр ( <i>tv, tr</i> )
жд ( <i>zhd</i> )	фл, фр ( <i>fl, fr</i> )
кл, кр ( <i>kl, kr</i> )	

These simplified rules have been followed for the past 2 years by the Library of Congress Card Division. (Based on practice in *Bol'shaya sovetskaya entsiklopediya*, v. 36.)

### General:

1. A single letter is not separated from the rest of the word.
2. A soft or hard sign is not separated from the preceding consonant.
3. Division is made at the end of the prefix (a fill-vowel is considered part of the prefix): со-глас-но воз-дух по-реб-ле-ние объ-ем пре-до-ста-вить.
4. In compound words, letters are not separated from the component parts of the word, and a fill-vowel goes with the preceding syllable:  
сов-хоз зем-ле-вла-де-лец

### Two vowels together:

1. Division is made between the vowels: сто-ит (but: рос-сий-ский).

### One consonant between two vowels:

1. The consonant goes with the following vowel:  
ма-не-ры по-вы-ше-ни-ем ста-тья-ми.

### Two consonants between two vowels:

1. Division is made between the consonants. (Exception: ст goes with the following vowel): топ-ли-во управ-ле-ние ре-ак-тив-ный биб-ли-о-те-ка Поль-ша (but: пу-скает ча-сти).

### Three or more consonants between two vowels:

1. If a consonant is doubled, division is made between the two:  
искус-ство диф-фрак-ция.
2. ст is never separated.
3. Division is not made before the first nor after the last consonant. (Exception:

When *ст* begins the consonant group, it may be separated from the preceding vowel): мест-ность *or* ме-стность

4. Otherwise, division is optional: элек-три-че-ство *or* элект-ри-че-ство. Ан-глия *or* Анг-лия цент-раль-ный *or* цен-траль-ный

*Exception:* The following are consistently divided as shown: марк-сизм Мо-сква

### Rules for syllabification¹

1. Diphthongs, digraphs, and consonantal units may not be divided.

2. Division is made on a vowel or on a diphthong before a single consonant, a digraph, or a consonantal unit: ба-гаж (*ba-gazh*), Бай-кал (*Bay-kal*), му-ха (*mu-kha*), ре-бра (*rè-bra*), каче-ство (*kache-stvo*), свой-ство (*svoy-stvo*).

3. In a group of two or more consonants, division is made before the last consonant, digraph, or consonantal unit: мас-ло (*mas-lo*), мас-са (*mas-sa*), мар-шал (*mar-shal*), точ-ка (*toch-ka*), долж-ность (*dolzhh-nost'*), сред-ство (*sred-stvo*).

4. Division may be made between vowels not constituting a diphthong or between a diphthong and another vowel: оке-ан (*oke-an*), ма-як (*ma-yak*).

5. Certain adverbial prefixes are kept intact, except before *ы*. These are: без (*bes*), во, воз (*vos*), вы, до, за, из (*is*), на, над, не, ни, низ (*nis*), о, об, обо, от, ото, пере, по, под, пред(*i*), пред(*o*), при, про, раз (*ras*), с(*o*), and у. In transliteration these prefixes are respectively *bez* (*bes*), *vo*, *voz* (*vos*), *vy*, *do*, *za*, *iz* (*is*), *na*, *nad*, *ne*, *ni*, *niz* (*nis*), *o*, *ob*, *obo*, *ot*, *oto*, *pere*, *po*, *pod*, *pred(i)*, *pred(o)*, *pri*, *pro*, *raz* (*ras*), *s(o)*, and *u*: без-вкусный (*bez-vkusnyy*), бес-связь (*bes-svyaz'*), во-круг (*vo-krug*), but раз-ыскать (*ra-yskat'*), etc.

6. Compound words are divided according to their component parts (and each part according to rules 1 to 5): радио-связь (*radio-svyaz'*), фото-снимка (*foto-snimka*).

7. It is to be noted that the *й* (*i*) always terminates a syllable: бой-кий (*boy-kiy*), рай-он (*ray-on*); the *ъ* (*'*) terminates a syllable except in words beginning with *въ* (*v'*), *въз* (*vz'*), and *съ* (*s'*): отъ-ехать (*ot'-yekhat'*) but съём-ка (*s'yëm-ka*), съест-ной (*s'yest-noy*); the *ь* (*'*) terminates a syllable except before the soft vowels *е* (*e*), *и* (*i*), *ю* (*yu*), and *я* (*ya*): маль-чик (*mal'-chik*), but соло-вьёв (*solo-v'yev*), бри-льянт (*bri-l'yant*), се-мья (*se-m'ya*).

8. Foreign words and components of foreign words (not naturalized) follow the conventions of the language of origin: Шек-спир (*Shek-spir*), мас-штаб (*mas-shtab*), Лоа-ра (*Loa-ra*) [not Ло-ара (*Lo-ara*) (from the French *Loire*)], се-ньор (*se-n'or*).

### Illustrative word divisions

[The numbers in parentheses refer to the syllabification rules]

а-ме-ри-кан-ский } <i>ame-ri-kan-skiy</i>	(2, 2, 3)	вы-со-ко-нрав-ство } <i>vy-so-ko-nrav-stvo</i>	(2, 2, 6, 3)
ан-глий-ская } <i>an-gliy-skaya</i>	(3, 2)	го-су-дар-ствен-ный } <i>go-su-dar-stven-nyy</i>	(2, 2, 3, 3)
без-ал-ко-голь-ный } <i>bez-al-ko-gol'-nyy</i>	(5, 3, 2, 7)	до-школь-ное } <i>do-shkol'-noe</i>	(5, 7)
бес-сроч-ный } <i>bes-sroch-nyy</i>	(5, 3)	зав-траш-ний } <i>zav-trash-niy</i>	(3, 3)
ва-ку-ум } <i>va-ku-um</i>	(2, 4)	изъ-яс-не-ние } <i>iz'-yaz-ne-niye</i>	(7, 3, 2)
во-гну-тость } <i>vo-gnu-tost'</i>	(5, 2)	ис-сле-до-ва-тель-ский } <i>is-sle-do-va-tel'-skiy</i>	(5, 2, 2, 2, 7)
во-до-вмс-сти-ли-ше } <i>vo-do-vme-sti-li-shche</i>	(2, 6, 2, 2, 2)	Крон-штадт-ский } <i>Kron-shtadt-skiy</i>	(8, 3)
воз-зре-ние } <i>voz-zre-niye</i>	(5, 2)	на-всег-да } <i>na-vseg-da</i>	(5, 3)
вос-хва-ле-ние } <i>vos-khva-le-niye</i>	(5, 2, 2)	на-дви-га-ю-щий-ся } <i>na-dvi-ga-yu-shchiy-sya</i>	(5, 2, 4, 2, 7)
вы-здо-ро-веть } <i>vy-zdo-ro-vel'</i>	(5, 2, 2)	над-вя-зать } <i>nad-vya-zat'</i>	(5, 2)

¹ Since the orthographic reform of 1918, the rules for syllabification have been considerably liberalized. It is generally permitted now to divide according to convenience, provided that phonetics and etymology are not severely overridden. These rules, designed as a guide for workers who might not be thoroughly familiar with the Russian language, are of necessity somewhat restrictive, but they insure invariably correct word division in conformity with generally approved usage.

As a great deal of Russian matter, especially bibliography, is printed in transliterated form, these rules have been formulated so as to apply with equal accuracy whether matter is in Russian characters or in transliteration.



## Illustrative word divisions—Continued

не-сго-ра-е-мый } <i>ne-sgo-ra-e-muy</i> }	(5, 2, 4, 2)	под-жи-да-ние } <i>pod-zhi-da-niye</i> }	(5, 2, 2)
неф-те-хра-ни-ли-ще } <i>nef-te-khra-ni-li-shche</i> }	(3, 6, 2, 2, 2)	пред-ва-ри-тель-ный } <i>pred-va-ri-tel'-nyy</i> }	(5, 2, 2, 7)
ни-сколь-ко } <i>ni-skol'-ko</i> }	(5, 7)	пре-ди-сло-вие } <i>pre-di-slo-viye</i> }	(2, 5, 2)
об-ло-же-ние } <i>ob-lo-zhe-niye</i> }	(5, 2, 2)	пре-до-хра-нять } <i>pre-do-khra-nyat'</i> }	(2, 5, 2)
обо-зна-че-ние } <i>obo-zna-che-niye</i> }	(5, 2, 2)	при-вхо-дя-щий } <i>pri-vkho-dya-shchiy</i> }	(5, 2, 2)
объ-яс-ни-тель-ный } <i>ob'-yas-ni-tel'-nyy</i> }	(7, 3, 2, 7)	про-све-ще-ние } <i>pro-sve-shche-niye</i> }	(5, 2, 2)
од-но-звуч-ный } <i>od-no-zvuch-nyy</i> }	(3, 6, 3)	про-те-стант-ство } <i>pro-te-stant-stvo</i> }	(2, 2, 3)
от-звучать } <i>ot-zvu-chat'</i> }	(5, 2)	про-хва-тить } <i>pro-khva-tit'</i> }	(5, 2)
ото-зва-ние } <i>oto-zva-niye</i> }	(5, 2)	раз-вью-чи-вать } <i>raz-v'y'u-chi-vat'</i> }	(5, 2, 2)
отъ-ез-жа-ю-щий } <i>ot'-yez-zha-yu-shchiy</i> }	(7, 3, 4, 2)	раз-мно-жать } <i>raz-mno-zhat'</i> }	(5, 2)
Па-ра-гвай } <i>Pa-ra-gvay</i> }	(2, 8)	рас-ска-зы-вать } <i>ras-ska-zy-vat'</i> }	(5, 2, 2)
пе-ре-гнать } <i>pe-re-gnat'</i> }	(2, 5)	соб-ствен-ный } <i>sob-stven-nyy</i> }	(3, 3)
пер-спек-ти-ва } <i>per-spek-ti-va</i> }	(8, 3, 2)	со-дей-ство-вать } <i>so-dey-stvo-vat'</i> }	(5, 7, 2)
пи-о-нер-ский } <i>pi-o-ner-skiy</i> }	(4, 2, 3)	со-е-ди-нён-ные } <i>so-ye-di-nen-nyye</i> }	(5, 2, 2, 3)
по-глуб-же } <i>po-glub-zhe</i> }	(5, 3)	сол-неч-ный } <i>sol-nech-nyy</i> }	(3, 3)
по-гля-ды-вать } <i>po-glya-dy-vat'</i> }	(5, 2, 2)	солн-це-сто-я-ние } <i>soln-tse-sto-ya-niye</i> }	(3, 6, 4, 2)
по-да-вать-ся } <i>po-da-vat'-sya</i> }	(5, 2, 7)	удоб-ней-ше } <i>udob-ney-she</i> }	(3, 7)

## Stress and diacritics

No simple set of rules for syllabic stress can be formulated. The only dependable guide is a native, or a dictionary in the case of basic forms and a grammar for their inflectional shiftings.

The only diacritics are the dieresis and the breve. These do not indicate stress but modification of sound. Note alphabet.

## Capitalization

Capitalization is practically as in English, except that proper adjectives, names of the months (except when abbreviated), and days of the week are lowercased.

## Punctuation

Punctuation is very similar to that of English, but the comma is used for restrictive as well as nonrestrictive clauses. The dash is used between a subject and a complement when there is no verb *is* or *are*, and sometimes before a clause where the equivalent of the conjunction *that* has been omitted. Dialog is usually shown by dashes rather than quotation marks. Cited material is enclosed in quotation marks, which are usually in the French form—« », though sometimes in the German form—„“, and rarely as in English.

## Abbreviations

амер.	американский, American	г.	год, year; город, city;
АН	Академия наук, Academy of Sciences		господин, Mr.
б.г.	без года, no date	г-жа	госпожа, Mrs.
б.м.	без места, no place	гл.	глава, chapter
ВКП (б)	Всесоюзная Коммунистическая Партия (большевиков) All-Union Communist Party (Bolshevik)	гр.	гражданин, citizen; гражданка, citizen (female)
		до н. э.	до нашей эры, B.C.
		ж. д.	железная дорога, railroad
		и т. д.	и так далее etc.

## Abbreviations—Continued

км.	километр, kilometer	СССР	Союз Советских Социалистических Республик, Union of Soviet Socialist Republics
КПСС	Коммунистическая партия Советского Союза, Communist Party of the Soviet Union	с. ст.	старый стиль, old style
м.	метр, meter	США	Соединенные Штаты Америки, United States of America
мм.	миллиметр, millimeter	ст.	статья, article; столбец, column
н. ст.	новый стиль, new style	стр.	страница, page
н. э.	нашей эры, A.D.	т.	том, volume; товарищ, comrade
обл.	область, oblast	т.е.	то есть, that is
отд.	отделение, section	ЦК	Центральный Комитет, Central Committee
по Р. Х.	по Рождестве Христове, anno Domini	ч.	часть, part
см.	сантиметр, centimeter; смотри, see, cf.		

## Cardinal numbers

один, одна, одно <i>т., ф., н.</i>	one	семнадцать	seventeen
два, две <i>т. &amp; н., ф.</i>	two	восемнадцать	eighteen
три	three	девятнадцать	nineteen
четыре	four	двадцать	twenty
пять	five	двадцать один, etc.	twenty-one, etc.
шесть	six	тридцать	thirty
семь	seven	сорок	forty
восемь	eight	пятьдесят, etc.	fifty, etc.
девять	nine	девяносто	ninety
десять	ten	сто	hundred
одиннадцать	eleven	сто один, etc.	one hundred and one, etc.
двенадцать	twelve	двести	two hundred
тринадцать	thirteen	триста, etc.	three hundred, etc.
четырнадцать	fourteen	пятьсот, etc.	five hundred, etc.
пятнадцать	fifteen	тысяча	thousand
шестнадцать	sixteen		

Ordinal numbers ¹

первый	first	шестнадцатый	sixteenth
второй	second	семнадцатый	seventeenth
третий	third	восемнадцатый	eighteenth
четвёртый	fourth	девятнадцатый	nineteenth
пятый	fifth	двадцатый	twentieth
шестой	sixth	двадцать первый	twenty-first
седьмой	seventh	сотый	hundredth
восьмой	eighth	сто первый, etc.	one hundred and first, etc.
девятый	ninth	двухсотый	two hundredth
десятый	tenth	трехсотый	three hundredth
одиннадцатый	eleventh	четырёхсотый	four hundredth
двенадцатый	twelfth	пятьсотый, etc.	five hundredth, etc.
тринадцатый	thirteenth	тысячный	thousandth
четырнадцатый	fourteenth		
пятнадцатый	fifteenth		

## Months

январь (Янв.)	January	июль	July
февраль (Февр.)	February	август (Авг.)	August
март	March	сентябрь (Сент.)	September
апрель (Апр.)	April	октябрь (Окт.)	October
май	May	ноябрь	November
июнь	June	декабрь (Дек.)	December

¹ The ordinal numbers here given are of the masculine gender. To convert them to feminine or neuter, it is only necessary to effect the proper gender changes: For the feminine, change **ый** to **ая**, **ий** to **ья**, **ой** to **оя**. For the neuter, change **ый** to **ое**, **ий** to **ье**, and **ой** to **ое**.

**Days**

воскресенье	Sunday	четверг	Thursday
понедельник	Monday	пятница	Friday
вторник	Tuesday	суббота	Saturday
среда	Wednesday		

**Seasons**

весна	spring	осень	autumn
лето	summer	зима	winter

**Time**

час	hour	месяц	month
день	day	год	year
неделя	week		

**NOTE ON OLD SPELLING**

On October 10, 1918, the Council of People's Commissars decreed the introduction of a spelling reform that had been proposed many years before but never adopted. The spelling used from that time in all official publications, except those of the Academy of Sciences (*Akademiya Nauk*), was this new spelling. The academy adopted the new spelling in 1924. All Russian publications, except for a few printed outside the Soviet Union, have used the new spelling since the institution of the reform.

The old spelling, found in books printed before the dates mentioned, differed in the following ways:

1. There were used the additional *i* (in the alphabet, after *и* and before *к*, as *ѣ* was not considered a separate letter), *ѣ* (after *ѡ*), *ѐ* (after *я*), and *ѿ* (after *ѡ*).

2. *Ѣ* was used only before another vowel letter and in the word *миръ*, world. It is now replaced by *и* (*миръ* became *мир*).

3. *Ѣ* occurred in certain words and in some grammatical endings. It represented the same sound as *е* and is now replaced by *е* everywhere. In a few cases *ѣ* was pronounced like *ѐ*, and where *ѐ* is now printed with dieresis (¨), the replacement of *ѣ* is, of course, *ѐ*.

4. *Ѣ* was used in words of Greek origin, for Greek *θ* (th). It was pronounced *f*, and is now replaced by *f*.

5. *Ѣ* was used in a few ecclesiastical words, for Greek *υ* (*u*, *y*). It was pronounced like *и*, and is replaced by that letter.

6. *Ѣ* was used at the end of all words after a consonant not followed by *ѡ*. In this position *ѣ* has simply been omitted since the reform. For some years after 1918, some publishers omitted *ѣ* altogether, using an apostrophe for it after prefixes, but the use of the apostrophe is now discouraged, and *ѣ* is used.

7. The prefixes *из*, *воз*, *вз*, *раз*, *низ*, *без*, *чрез*, *через* were written with final *ѣ* everywhere, whereas now they are written *ис*, *вос*, etc., before *к*, *п*, *с*, *т*, *х*, *ц*, *ч*, *ш*, *щ*.

8. Some adjective endings in the genitive singular were written *-аго*, *-яго*; these were replaced by *-ого*, *-его*.

9. The plural nominative of adjectives agreeing with feminine and neuter nouns was written *-ѣя*, *-ѣя*; these endings were replaced by *-ѣе*, *-ѣе*, which had formerly been used only for adjectives agreeing with masculine nouns.

10. The pronoun "they" in referring to the feminine gender was written *онѣ*; this was replaced by *они*, previously used only for masculine reference.

11. Similarly, *однѣ*, *однѣх*, *однѣми* were replaced by *одни*, *одних*, *одними*.

12. The genitive pronoun "her" was written *ея*; this was replaced by *еѣ*, formerly used only as accusative.

13. *Ѣ* was printed only in schoolbooks.

REFERENCES.—R. I. Avanesov and V. N. Simonov, *Ocherk Grammatiki Russkogo Literaturnogo Yazyka* (1945); S. C. Boyanus, *A Manual of Russian Pronunciation* (1935); V. K. Müller, *Russian-English and English-Russian Dictionary* (1944); *Pravila russkoi orfografii i punktuatsii* (1957); A. B. Shapiro, *Russkoe pravopisanie* (1961).



## SPANISH

No hay que decir que la consideración que reclama el aspecto fonológico del lenguaje no viene a disminuir el interés del estudio fonético, indispensable, por su parte, para seguir la transformación de los vocablos, para conocer las tendencias que dominan en la evolución del idioma, para la comparación de los dialectos y para la determinación de las zonas y áreas de la geografía lingüística.—Tomás Navarro, Estudios de fonología española, p. 10.

### Alphabet and pronunciation

A	a	<i>a</i> in watt; <i>ai</i> as in aisle
B	b	<i>b</i> , at beginning of words and after <i>m</i> ; more like <i>v</i> everywhere else
C	c	<i>c</i> in car, before <i>a</i> , <i>o</i> , <i>u</i> , and consonants; before <i>e</i> , <i>i</i> pronounced as <i>s</i> in so, in Spanish America; as <i>th</i> in thin, in Spain
Ch	ch	<i>ch</i> in chart
D	d	<i>d</i>
E	e	<i>e</i> in met; <i>ei</i> as in vein
F	f	<i>f</i>
G	g	<i>g</i> in go, before <i>a</i> , <i>o</i> , <i>u</i> , and consonants; like strong <i>h</i> before <i>e</i> and <i>i</i> ; <i>gu</i> like <i>gw</i> before <i>a</i> , <i>o</i> ; <i>gü</i> like <i>gw</i> before <i>e</i> , <i>i</i>
H	h	not pronounced
I	i	<i>i</i> in machine; <i>y</i> in yet, before and after vowels
J	j	<i>h</i> , but with more friction (same as <i>g</i> before <i>e</i> , <i>i</i> )
K	k	<i>k</i> ; only in foreign words
L	l	<i>l</i> in lily
LL	ll	<i>y</i> in yet, in most of Spanish America; <i>lli</i> in million, in Spain, Colombia, and Ecuador
M	m	<i>m</i>
N	n	<i>n</i> ; <i>nv</i> like <i>mb</i> in lumber
Ñ	ñ	<i>ny</i> in canyon
O	o	<i>o</i> in obey; <i>oi</i> as in oil
P	p	<i>p</i>
Q	q	always followed by silent <i>u</i> , <i>qu</i> being pronounced <i>k</i>
R	r	<i>r</i> , like tongue-tap <i>r</i> in British pronunciation of very
Rr	rr	<i>r</i> trilled, as in Scotch English or Italian
S	s	<i>s</i> in so, before most consonants and between vowels; <i>z</i> in zeal, before voiced consonants ( <i>b</i> , <i>d</i> , <i>g</i> , <i>l</i> , <i>m</i> , <i>n</i> , <i>r</i> , <i>y</i> )
T	t	<i>t</i>
U	u	<i>u</i> in rule (=oo as in coo); <i>w</i> in wet, before vowels; silent in <i>gue</i> , <i>gui</i> , <i>qu</i>
V	v	<i>b</i> at beginning of words; more like <i>v</i> everywhere else
W	w	<i>w</i> , <i>v</i> ; only in foreign words

[Concluded on following page]

X	x	<i>x</i> in <i>ax</i> (=ks), between vowels; <i>s</i> before consonants
Y	y	<i>y</i> in <i>yet</i> , initially and between vowels; <i>ay</i> as <i>ai</i> in <i>aisle</i> ; <i>ey</i> as in <i>they</i> ; <i>oy</i> as in <i>boy</i>
Z	z	<i>s</i> in <i>so</i> , in Spanish America; <i>th</i> in <i>thin</i> , in Spain

### Special characters

Spanish uses the Latin alphabet with the addition of the characters *Ñ ñ*. Note that *ch*, *ll*, and *rr* are regarded as separate units; i.e., words beginning with *ch* will be entered in the dictionary after words beginning with *cz*, not between the groups of words beginning with *ce* and *ci*. The acute accent appears very frequently over one of the vowel letters in a word. The dieresis appears occasionally over *u* following *g*; its occurrence elsewhere is so rare as to be negligible.

### Vowels and consonants

The vowels are *a*, *e*, *i*, *o*, *u*, and sometimes *y*. The other letters are consonants. The letter *y* is a consonant at the beginning of a word (before a vowel) and between two vowels.

### Combinations of vowel letters (diphthongs and triphthongs)

The vowel *i* or *u* preceding *a*, *e*, *i*, *o*, *u*, or following *a*, *e*, *o*, is pronounced as a single syllable with the preceding or following vowel; if the diphthong occurs in a syllable which needs an accent mark (see Stress and diacritics), the acute accent is placed over the vowel other than *i* or *u*. The diphthongs are:

<i>ai</i>	<i>ei</i>	<i>oi</i>		<i>ái</i>	<i>éi</i>	<i>ói</i>
<i>au</i>	<i>eu</i>	<i>ou</i>		<i>áu</i>	<i>éu</i>	<i>óu</i>
<i>ia</i>	<i>ie</i>	<i>io</i>	<i>iu</i>	<i>ía</i>	<i>ié</i>	<i>ió</i> <i>íu</i>
<i>ua</i>	<i>ue</i>	<i>uo</i>	<i>ui</i>	<i>uá</i>	<i>ué</i>	<i>uó</i> <i>uí</i>

At the end of a word and in one-syllable words, *ay*, *ey*, *oy* replace the diphthongs ending in *i*.

Sequences of vowel letters which are not diphthongs, and which may be divided, are those in which *i* or *u* precedes or follows another vowel: *ai*, *ei*, *oi*, *aú*, *eú*, *oú*, *ia*, *ie*, *io*, *iu*, *úa*, *ué*, *úo*, *úi*.

Spanish also has triphthongs. A triphthong is a combination of three vowels, the middle one of which is stressed, the others unstressed; the combination is pronounced as a single syllable. The triphthongs are:

<i>iai</i>	<i>iei</i>	<i>ioi</i>	<i>iii</i>	<i>uai</i>	<i>uei</i>	<i>uoi</i>	
<i>iaú</i>	<i>ieu</i>	<i>iou</i>		<i>uaú</i>	<i>ueu</i>	<i>uou</i>	<i>uiú</i>

If the *i* or *u* at the beginning or the end of a sequence of three vowel letters has an acute accent, it is not part of a triphthong, and division may be made accordingly; e. g., *í-ai*, *ua-ú*, *ú-oi*.

### Combinations of consonant letters (digraphs)

The digraphs are *ch*, *ll*, and *rr*.

### Consonantal units

In Spanish certain consonants followed by *l* or *r* are pronounced in the same syllable with the following vowel. These consonant groups are: *bl*, *br*; *cl*, *cr*; *dr*; *fl*, *fr*; *gl*, *gr*; *pl*, *pr*; *tr*.

### Rules for syllabification

1. Diphthongs, triphthongs, digraphs, and consonantal units may not be divided.

2. Division is made on a vowel or on a diphthong before a single consonant, a digraph, or a consonantal unit: *ca-sa*, *bue-no*, *re-yes*, *mu-cho*, *po-llo*, *co-rrer*, *ha-blar*, *li-bro*.

3. In a group of two or more consonants, division is made before the last consonant, digraph, or consonantal unit: *ac-ta*, *ac-ción*, *ist-mo*, *mar-cha*, *cen-tro*.

4. Division may be made between vowels not constituting a diphthong or triphthong or between a diphthong and another vowel: *ca-er*, *le-er*, *ba-úl*, *flú-ido*, *temi-ais*.

5. Certain adverbial prefixes are kept intact. These are: *anti*, *bis*, *circum*, *cis*, *des*, *inter*, *mal*, *pan*, *sub*, *super*, *trans*, and *tras*: *anti-artístico*, *bis-anuo* (never *bi-sanuo*), *circum-ambiente* (never *circu-mambiente*), *des-unión* (never *de-sunión*). Other prefixes are also divisible from the stem, provided the division conforms to rules 2 to 4: *contra-parte* (rule 2), *ab-negación* (rule 3), *ex-traer* (rule 3), *co-existir* (rule 4). Otherwise division on prefixes should be avoided, except in cases of exigency, such as very narrow measure: *ab-usar* (better *abu-sar*), *re-unir* (better *reu-nir*), *ex-ánime* (better *exá-nime*), *in-afectado* (better *ina-sectado*), *co-incidencia* (better *coin-cidencia*). In no case may division on a prefix be made, however, before an *s* followed by another consonant: *cons-titución* (never *con-stitución*), *pers-pectivo* (never *per-spectivo*), *subs-tancia* (never *sub-stancia*).¹

6. Compound words are divided according to their component parts (and each part according to rules 1 to 5): *estado-unidense* (rather than *estadou-nidense*), *bien-estar* (There are not many compound words in Spanish the correct division of which does not coincide with rules 1 to 5.)

7. Foreign words and components of foreign words (not naturalized) follow the conventions of the language of origin: *Wásh-ington*, *Groen-landia* (never *Gro-enlandia*), *Gegen-stand*, *Frei-schütz*, *Ingol-stadt*, *Ste-phenson*. Scientific and technical words derived from Latin and Greek are treated as naturalized Spanish words and are divided according to rules 1 to 6: *diag-nóstico*, *hemis-ferio*, *anas-tomosis*.

### Illustrative word divisions

[The numbers in parentheses refer to the syllabification rules]

Amé-ri-ca	(2, 2)	in-clu-yen-do	(3, 2, 3)
anas-to-mo-sis	(3, 2, 2)	in-ter-a-me-ri-ca-no	(3, 5, 2, 2, 2, 2)
an-te-o-jos	(3, 6, 2)	in-te-re-ses	(3, 2, 2)
an-ti-es-pas-mó-di-co	(3, 5, 3, 3, 2, 2)	in-te-rro-ga-ción	(3, 2, 2, 2)
an-ti-psó-ri-co	(3, 5, 2, 2)	íst-mi-co	(3, 2)
apro-xi-ma-ción	(2, 2, 2)	lla-me-an-te	(2, 4, 3)
au-to-ex-ci-tan-te	(2, 4, 3, 2, 3)	lu-ga-ri-llo	(2, 2, 2)
au-xi-liar	(2, 2)	ma-la-men-te	(2, 2, 3)
ba-le-á-ri-co	(2, 4, 2, 2)	mal-in-ten-cio-na-do	(5, 3, 3, 2, 2)
bis-a-nuo	(5, 2)	ma-yo-ría	(2, 2)
bri-llan-te	(2, 3)	me-tró-po-li	(2, 2, 2)
cas-te-lla-no	(3, 2, 2)	me-xi-ca-no	(2, 2, 2)
chan-chu-lle-ro	(3, 2, 2)	mid-ship-man	(7, 3)
cir-cum-am-bien-te	(3, 5, 3, 3)	mi-llo-na-rio	(2, 2, 2)
cir-cuns-tan-cia	(3, 3, 3)	mi-nis-tro	(2, 3)
cis-al-pi-no	(5, 3, 2)	mo-nos-per-mas	(2, 3, 3)
co-ne-xión	(2, 2)	ne-o-im-pre-sio-nis-mo	(4, 7, 3, 2, 2, 3)
con-se-cuen-cia	(3, 2, 3)	ne-o-yor-qui-no	(4, 2, 3, 2)
cons-ti-tu-cio-nal	(3, 2, 2, 2)	nos-o-tros	(6, 2)
cons-truc-ción	(3, 3)	obs-truir-se	(3, 3)
co-rres-pon-den-cia	(2, 3, 3, 3)	pa-í-ses	(4, 2)
cre-f-an	(4, 4)	pan-a-me-ri-ca-nis-mo	(5, 2, 2, 2, 2, 3)
cre-yen-do	(2, 3)	pa-ra-gua-yo	(2, 2, 2)
cual-que-ra	(6, 2)	pe-re-gri-no	(2, 2, 2)
des-a-rro-llar-se	(5, 2, 2, 3)	pe-rió-di-co	(2, 2, 2)
des-em-ba-rrar	(5, 3, 2)	pe-rí-o-do	(2, 4, 2)
de-se-o-so	(2, 4, 2)	pe-ris-có-pi-co	(2, 3, 2, 2)
des-u-nir	(5, 2)	post-is-lá-mi-co	(7, 3, 2, 2)
diag-nós-ti-co	(3, 3, 2)	pro-rro-gar	(2, 2)
elip-soi-dal	(3, 2)	pú-bli-co	(2, 2)
en-te-rrar	(3, 2)	re-pú-bli-ca	(2, 2, 2)
es-o-tro	(6, 2)	san-güe-sa	(3, 2)
es-pa-ño-les	(3, 2, 2)	si-guien-tes	(2, 3)
es-ta-do-uni-den-se	(3, 2, 6, 2, 3)	sub-al-ter-nar	(5, 3, 3)
exac-ta-men-te	(3, 2, 3)	su-per-e-mi-nen-te	(2, 5, 2, 2, 3)
exa-mi-nar	(2, 2)	trans-al-pi-no	(5, 3, 2)
exe-quá-tur	(2, 2)	tras-an-te-a-yer	(5, 3, 6, 2)
ex-hi-bi-ción	(3, 2, 2)	vos-o-tros	(6, 2)
fre-cuen-te-men-te	(2, 3, 2, 3)	Wal-len-stein	(7, 7)
ge-o-grá-fi-co	(4, 2, 2, 2)	Wásh-ington	(7, 7)
he-mis-fé-ri-co	(2, 3, 2, 2)	Welt-an-schau-ung	(7, 7, 4)
ina-pli-ca-ble	(2, 2, 2)		

¹ This rule of the *s* is rigidly adhered to, because no Spanish word and hence no syllable can begin with a group of consonants the first of which is *s*.



### Stress and diacritics

The tilde, the dieresis, and the acute accent are the diacritical marks used in Spanish. The tilde is used only over the *n*, and *ñ* is a special character representing a separate phoneme, the palatal *n*. The dieresis mark (¨) called *diéresis* or *crema* in Spanish, is to be found in a limited number of words, such as *vergüenza*, and *argüir*, to indicate that the vowel *u* must be pronounced.

The acute accent is used over a vowel to indicate that it is stressed; it is also used to distinguish homonyms. If there is no accent mark, a word ending in a consonant (including *y*, except *n* and *s*) is stressed on the last syllable; a word ending in a vowel, *n*, or *s* is stressed on the next-to-last syllable. Specifically, the acute accent is used as follows:

1. To indicate that the vowel is stressed.
2. To indicate vowels not forming a diphthong (see Diphthongs).
3. To distinguish words of the same spelling but of different meanings: *aún*, still, yet, *aun*, even; *dé*, give, *de*, of; *él*, he, him, *el*, the (but *el que*, *el cual*, he who, him who); *há*, ago, *ha*, has; *hé*, behold, *he*, I have; *mí*, me, *mi*, my; *más*, more, *mas*, but; *sé*, I know, *be* thou, *se*, oneself; *sí*, yes, oneself, *si*, if; *sólo*, only, *solo*, alone, single; *té*, tea, *te*, thee; *tú*, thou, *tu*, thy; *vé*, go, *ve*, sees.
4. To distinguish interrogative or exclamatory use from relative or declarative: *adónde*, where? *adonde*, where; *cómo*, how? *como*, as; *cuán*, how! *cuan*, how; *cuándo*, when? *cuando*, when; *cuánto*, how much? *cuanto*, as much; *cuyo*, whose? *cuyo*, whose; *dónde*, where? *donde*, where; *qué*, what? *que*, which; *quién*, who(m)? *quien*, who(m).
5. To distinguish pronouns from adjectives: *éste*, this one, *este*, this; *ése*, that one, *ese*, that; *aquél*, that one yonder, *aquel*, that.
6. Arbitrarily on monosyllabic aorists: *di*, I gave; *fui*, I was; *fué*, he was; *rió*, he laughed; *vi*, I saw; *vió*, he saw.
7. To avoid confusing the word *o* (or) with the zero: *2 ó 3*, but *dos o tres*, two or three.

### Capitalization

The English style of capitalization is followed with few exceptions.

Adjectives derived from proper nouns are lowercased, as in *música colombiana* (Colombian music) and *teatro español* (Spanish theater).

Days of the week and months begin with a lowercase letter.

In titles of books, the general practice is to capitalize only the initial word and the proper nouns, as in *El ingenioso hidalgo don Quixote de la Mancha* (The ingenuous gentleman Don Quixote de la Mancha) and *Con los indios cuna de Panamá* (With the Cuna Indians of Panama). In the case of short titles there is a tendency to capitalize adjectives and common nouns, as in *Ortografía Castellana* (Castilian orthography) and *Enciclopedia de la Cocina* (Encyclopedia of cooking).

### Punctuation and hyphenation

Punctuation is practically the same as in English. One conspicuous exception is the use of inverted interrogation and exclamation marks, which are placed at the exact beginning of the question or exclamation: *¿Habla usted español?* (Do you speak Spanish?) *Si quiere visitar el Brasil, ¿por qué no estudia portugués?* (If you want to visit Brazil, why don't you study Portuguese?) *¡Viva el astronauta!* (Long live the astronaut!) *No recibí invitación, ¡y no comprendo por qué!* (I did not receive an invitation, and I cannot understand why!)

Quotation marks are used to reproduce a statement, text, etc., but not a dialog as developed in prose fiction. In the latter case, preference is given in Spanish to em dashes at the beginning of each interlocutor's paragraph. Example:

—*Yo soy Juan de Aguirre, el marino, el hermano de su madre de usted, el que desapareció.*

—*¡Usted es Juan de Aguirre!*

—*Si.*

—*¿Mi tío?*

—*El mismo.*

—*¡Y por qué no habérmelo dicho antes!*

(Pío Baroja, *Las inquietudes de Shanti Andía*)

The hyphen, as a rule, is used only in syllabification. The apostrophe is not employed in modern Spanish.

**Abbreviations**

a. de J. C.	antes de Jesucristo	no.	número
a.m.	ante meridiano	N.S.	Nuestro Señor, Nuestra Señora
C.A.	Centro América	núm.	número
Cía.	Compañía	O.	Oeste
cm.	centímetro	pág., págs.	página, páginas
d. de J. C.	después de Jesucristo	Pbro.	Presbítero
D.	Don	P.D.	Post Data
D.F.	Distrito Federal	P.ej.	Por ejemplo
Dr., Dra.	Doctor, Doctora	p.m.	pasado meridiano
E.	Este	Prov.	Provincia
EE.UU.	Estados Unidos	Q.E.P.D.	Que en paz descanse
E.U.A.	Estados Unidos de América	R.P.	Reverendo Padre
Excmo.,	Excelentísimo,	S.	Sur
Excma.	Excelentísima	S.A.	Sociedad Anónima
Gral.	General	S.A.R.	Su Alteza Real
Hnos.	Hermanos	S.E.	Su Excelencia
Ilmo.,	Ilustrísimo, Ilustrísima	S.E. u O.	Salvo error u omisión
Ilma.		S.M.	Su Majestad
kg.	kilógramo	Sr., Sres.	Señor, Señores
km.	kilómetro	Sra., Sras.	Señora, Señoras
Lic.	Licenciado	S.R.L.	Sociedad de Responsabilidad Limitada
m.	metro, metros	Srta.	Señorita
m/n	moneda nacional	S.S.	Su Santidad
Mons.	Monseñor	S.S.S.	Su seguro servidor, Su segura servidora
M.S.	Manuscrito	Sta., Sto.	Santa, Santo
M.S.S.	Manuscritos	T.	Tomo
N.	Norte	Ud., Uds.	Usted, Ustedes
N.B.	Nota bene	V.º B.º	Visto bueno
N. de la R.	Nota de la Redacción		
N. del A.	Nota del Autor		
N. del T.	Nota del Traductor		

**Cardinal numbers**

uno, una	one	veinte y dos, veinti-	twenty-two, etc.
dos	two	dós, etc.	
tres	three	treinta	thirty
cuatro	four	cuarenta	forty
cinco	five	cincuenta	fifty
seis	six	sesenta	sixty
siete	seven	setenta	seventy
ocho	eight	ochenta	eighty
nueve	nine	noventa	ninety
diez	ten	ciento, cien	hundred
once	eleven	ciento uno, etc.	one hundred and one, etc.
doce	twelve	doscientos, -as, etc.	two hundred, etc.
trece	thirteen	quinientos, -as	five hundred
catorce	fourteen	seiscientos, -as	six hundred
quince	fifteen	setecientos, -as	seven hundred
diez y seis, dieciséis	sixteen	ochocientos, -as	eight hundred
diez y siete, diecisiete, etc.	seventeen, etc.	novcientos, -as	nine hundred
veinte	twenty	mil	thousand
veinte y uno (veintiuno)	twenty-one		

Round millions preceding units of quantity are followed by the preposition *de*: *tres millones de pesos, 3,000,000 de pesos.*

**Ordinal numbers**

prim(er)º, -a (1º)	first	sexto	sixth
segundo, -a (2º)	second	sé(p)ºtimo	seventh
tercero, tercer	third	octavo	eighth
cuarto	fourth	noveno, nono	ninth
quinto	fifth	décimo	tenth

**Ordinal numbers—Continued**

undécimo	eleventh	nonagésimo	ninetieth
duodécimo	twelfth	centésimo	hundredth
décimotercio	thirteenth	centésimo primo,	one hundred and
décimocuarto, etc.	fourteenth, etc.	etc.	first, etc.
vigésimo	twentieth	ducentésimo	two hundredth
vigésimo primero,	twenty-first, etc.	tricentésimo	three hundredth
etc.		cuadringentésimo	four hundredth
trigésimo	thirtieth	quingentésimo	five hundredth
cuadragésimo	fortieth	sexcentésimo	six hundredth
quincuagésimo	fiftieth	septingentésimo	seven hundredth
sexagésimo	sixtieth	octingentésimo	eight hundredth
septuagésimo	seventieth	noningentésimo	nine hundredth
octogésimo	eightieth	milésimo	thousandth

**Months**

enero	January	julio	July
febrero	February	agosto	August
marzo	March	se(p)tiembre	September
abril	April	octubre	October
mayo	May	noviembre	November
junio	June	diciembre	December

**Days**

domingo	Sunday	jueves	Thursday
lunes	Monday	viernes	Friday
martes	Tuesday	sábado	Saturday
miércoles	Wednesday		

**Seasons**

primavera	spring	otoño	autumn
verano	summer	invierno	winter

**Time**

hora	hour	mes	month
día	day	año	year
semana	week	siglo	century

REFERENCES.—Real Academia Española, *Gramática de la Lengua Castellana* (1931); Arturo Cuyás, *Appleton's New Spanish-English and English-Spanish Dictionary* (1940); Tomás Navarro, *Estudios de fonología española* (1949).



## SWEDISH

Den germanska bosättningen i Skandinavien och Finland talade ett språk, ur vilket nutidens svenska, norska, danska, isländska och färöiska har utvecklat sig. Språket var, såvitt vi vet, väsentligen enhetligt över hela området. Det kallas urnordiska. Carl-Eric Thors, Svenskan förr och nu [1970] p. 18.

### Alphabet and pronunciation

A	a	a in father	M	m	m
B	b	b	N	n	n
C	c	s in sent, before e, i, y; elsewhere k	O	o	o in often; oo in goose
D	d	d; silent before j	P	p	p
E	e	e in felt, prey	Q	q	q
F	f	f ¹	R	r	r trilled
G	g	y in yet, before stressed e, i, y, ä, ö, and after l and r in the same syllable; otherwise g in go, but silent before j	S	s	s; never z
			T	t	t ²
			U	u	u in fuse; also roughly equivalent to unstressed ue in value
H	h	h; silent before j	V	v	v
I	i	i in sit; ee in tree	W	w	v
J	j	y in yet; in some foreign words pronounced sh	X	x	x
K	k	k; approximately ch in chair, before stressed i, e, y, ä, ö; a few exceptions in loan- words	Y	y	like German ü or French u
			Z	z	s; never z
			Å	å ³	o in go; aw in saw ä
			Ä	ä	like e in felt; a in glaze
			Ö	ö	like German ö or French eu
L	l	l; silent before j			

¹ In the orthography employed prior to 1906, the *v* sound was represented in absolutely final position by *f*; medially by *fv*. Since 1906, *v* has represented *f* and *fr*, except in some proper names.

² In words of Latin origin, the combination *ti* in the suffix *tien* is pronounced as in English if preceded by any consonant except *r* (*aktiop*, pronounced *akshon*), otherwise like *ch* in chair (*nation*, pronounced *nachon*; *portion*, pronounced *porchon*); in the combinations *tia* and *tie* like *ts* (*profetia*, pronounced *profetsia*; *aktie*, pronounced *aktsie*).

³ In typesetting, if the character *å* is not available, it is replaced by *aa*.

### Special characters

Swedish uses the Latin alphabet with the addition of three special characters—the last three in the alphabet.

### Vowels and consonants

The vowels are *a*, *e*, *i*, *o*, *u*, *y*, *ä*, and *ö*; the so-called back vowels being *a*, *o*, *u*, and *ä*; the front vowels *e*, *i*, *y*, *ä*, and *ö*. The other letters of the alphabet are all consonants.

### Diphthongs

The diphthongs in Swedish are *au*, pronounced like *ou* in house; *eu*, pronounced somewhat like *e(ph)ew* in nephew; *oj* as in boy; *aj*, pronounced like *igh* in high.

## Digraphs

The digraphs and their sounds are:

*ch* as *sh*; rarely as *k* (och)

*kj* as *ch* in chair

*ph* as *f* (in foreign words)

*sch* as *sh* in shall

*sj* as *sh* in shall

*sk* as *sh* in shall (it is not a digraph if pronounced like *sk* in basket)¹

*skj* as *sh* in shall

*stj* as *sh* in shall

*th* as *t* (in foreign words)

*qu* as *kv*

## Nasals

The combination *ng* is pronounced like *ng* in sing-er (not fin-ger) and is termed a nasal: *ingen* (pronounced *ing-en*), *hängar* (pronounced *häng-ar*), *engelsk* (pronounced *eng-elsk*), *finger* (pronounced *fin-ger*). The velar nasal *ng* must be distinguished, however, from the incidental collocation of the two letters resulting from compounding or affixing, in which case the *ng* is not a nasal: *angelägen* (from *an* plus *gelägen*), *ingripa* (from *in* plus *gripa*); nor is *ng* a velar nasal in words of foreign origin, such as *singular*, *evangelium*.

The letter *g* is also a velar nasal when it follows a short vowel and precedes the letter *n*: *lugn* (pronounced *lung'n*), *lugna* (pronounced *lung'na*), *vagnar* (pronounced *vang'nar*), *ugnar* (pronounced *ung'nar*).

## Consonantal units

The combinations *kv* (the substitute for the Romance language *qu*), *sk*, *sp*, *st*, and *str* are treated for purposes of syllabification as units.

## Rules for syllabification

1. Diphthongs, digraphs, and consonantal units may not be divided.
2. Division is made on a vowel or on a diphthong before a single consonant, a digraph, or a consonantal unit: *la-la*, *re-gel*, *hu-set*, *ma-skin*, *pa-scha*, *be-kväm*, *reu-matisk*.
3. In a group of two or more consonants, division is made before the last consonant, digraph, or consonantal unit: *al-la*, *myc-ket*, *häs-sja*, *al-stra*, *hög-ste*, *fladd-ra*, *kan-ske*, *mar-schera*, *forsk-niing*.
4. Division may be made between vowels not constituting a diphthong or between a diphthong and another vowel: *se-ende*, *gå-ende*.
5. Certain adverbial prefixes are kept intact. These are: *an*, *av*, *bak*, *be*, *bi*, *bort*, *efter*, *en*, *ent*, *er*, *fort*, *fram*, *från*, *för*, *före*, *gen*, *genom*, *hop*, *in*, *med*, *miss*, *mot*, *ned*, *o*, *om*, *på*, *samman*, *sönder*, *till*, *under*, *upp*, *ur*, *ut*, *ute*, *veder*, *vid*, *åt*, *öter*, and *över*: *an-draga*, *av-tryck*, *bak-slag*, *be-kläda*, etc.
6. Certain suffixes are kept intact. These are: *aktig*, *artad*, *het*, *ska*, *skap(s)*, and *ske*: *del-aktig*, *ull-artad*, *envis-het*, *amerikan-ska*, *grann-skap*, *hand-ske*.
7. Compound words are divided according to their component parts (and each part according to rules 1 to 6): *där-emot*, *dess-utom*, *bank-aktie*, *blom-stjälk*, *bok-tryck*. The compounding *s*, if used, is kept with the preceding component: *dags-ljus*, *gevärs-exercis*, *guds-man*.
8. Foreign words and components of foreign words (not naturalized) follow the conventions of the language of origin: *por-trätt*, *atmo-sfär*, *manu-skript*. Under this rule are also included technical and scientific words, which editors prefer to treat etymologically: *tele-skop*, *dia-fragment*, *des-infektion*.
9. The letter *x* and the nasal *ng* are properly kept with the preceding syllable: *byx-or*, *lax-en*, *gung-an*, *konung-en*.²
10. When division is made on a syllable from which a letter was elided, the letter is restored to render the syllable integral: *till-lika* (from *tillika*). It is important to bear in mind that words divided under this rule, if subsequently reset and run over, must have their original spelling restored.

¹ The letters *sk* are a digraph and pronounced soft, like *sh*, when they occur before a soft vowel in a stressed syllable: *skära* (pronounced *sha'ra*), *skynda* (pronounced *shin'da*), *maskin* (pronounced *maskin'*); otherwise they are pronounced hard, like the English *sk* (*skada*, *skriva*, *fisk*, *rusk*, *handske*, *fisket*, *ruskig*).

There are a few exceptions. Contrary to the rule, *sk* is soft in *människa* (pronounced *männi-sha*), *marskalk* (pronounced *marshalk*), *kanske* (pronounced *kanshe*). On the other hand, *sk* is hard, contrary to the rule, in *skiss*, *konfiskera*, *riskera*, *skelett*, *skeptisk*, and in a few other words of foreign origin.

² The practice varies, however, and many editors allow *x* to be brought over to the next syllable and *ng* to be divided, according to the convenience of the compositor; hence: *by-x-or*, *la-x-en*, *gun-gan*, *konun-gen* (cf. Axel Johan Uppvall and Gösta Robert Stene, *Swedish Grammar and Reader*, 1938, p. 3, Syllabification).

*Illustrative word divisions*

[The numbers in parentheses refer to the syllabification rules]

ame-ri-kan-ska	(2, 2, 6)	kor-re-spon-dent	(3, 8, 3)
an-slags-frå-ga	(5, 7, 2)	ma-je-stä-ter	(2, 2, 2)
at-mo-sfär	(3, 8)	ma-nu-skript	(2, 8)
av-prov-ning	(5, 3)	med-ar-be-ter-ska	(5, 3, 2, 6)
bak-grun-der	(5, 3)	me-del-ål-der	(2, 7, 3)
be-grep-pet	(5, 3)	miss-hand-ling	(5, 3)
bel-le-tri-stisk	(3, 8, 2)	mot-stå-en-de	(5, 4, 3)
bi-bli-o-tek	(8, 4, 2)	ned-tryckt-het	(5, 6)
bi-dra-gan-de	(5, 2, 3)	o-be-kväm-lig ³	(5, 2, 3)
blom-nings-tid	(3, 7)	o-möj-lig ³	(5, 3)
bort-slu-ta	(5, 2)	om-stjälp-ning	(5, 3)
bo-stä-der-na	(2, 2, 3)	på-se-en-de	(5, 4, 3)
des-in-fek-tion	(8, 3, 3)	sam-man-svärj-ning	(3, 5, 3)
ef-ter-skri-va	(3, 5, 2)	sta-ter-na	(2, 3)
en-skild-het	(7, 6)	sön-der-skju-ten	(3, 5, 2)
ent-le-di-ga	(5, 2, 2)	till-freds-stäl-lel-se	(5, 7, 3, 3)
en-trä-gen-het	(5, 2, 6)	un-der-hålls-kost-nad	(3, 5, 7, 3)
er-bju-dan-de	(5, 2, 3)	upp-hjäl-pan-de	(5, 5, 3, 3)
ex-er-cis	(8, 3)	upp-rätt-hål-la-re	(5, 7, 3, 2)
fort-skri-da	(5, 2)	ur-sprung-lig-het	(5, 3, 6)
fram-al-stra	(5, 3)	ut-ar-ren-de-ra	(5, 3, 3, 2)
främ-jan-de	(3, 3)	ute-slut-ning	(5, 3)
från-trä-da	(5, 2)	ve-ten-skaps-man	(2, 6, 7)
för-en-ta	(5, 3)	vid-stå-en-de	(5, 4, 3)
fö-re-språ-ker-ska	(2, 5, 2, 6)	å-ter-av-trä-da	(5, 5, 2)
gen-klan-gen	(5, 3)	åt-skil-jan-de	(5, 3, 3)
ge-nom-ar-be-ta	(2, 5, 3, 2)	än-del-se	(3, 3)
ge-o-gra-fi-ska	(4, 8, 2, 6)	änd-sta-tio-nen	(7, 2, 2)
hi-sto-ria	(2, 2)	önsk-nin-gar	(3, 3)
hop-spa-ra	(5, 2)	öst-eu-ro-pe-isk	(7, 2, 2, 4)
in-bjud-ning	(5, 3)	över-ar-bet-ning	(5, 3, 3)
kom-pan-jo-ner	(3, 3, 2)	över-tax-e-ra	(5, 9, 2)

**Diacritics and stress**

With the exception of *ä*, *å*, and *ö*, diacritics are used only in foreign loan-words (*résumé*) and in certain proper names (*Tegnér*).

Syllabic stress falls on the root syllable in all simple native words and on the main, usually the first, component of compound words.

**Capitalization**

Capitalization is similar to that in English, except that proper adjectives, days of the week, months, and holidays are lowercased. In compound names, only the first word is usually capitalized (*Förenta staterna*, United States; *Karl den store*, Charles the Great), and the second-person pronouns *Ni*, *Eder*, *Er* are capitalized in correspondence.

**Punctuation**

The rules of punctuation are essentially the same as in English, although Swedish punctuation is perhaps somewhat closer, the comma, especially, being used more freely. The apostrophe is not used to indicate possession, except in foreign names and those terminating in the letter *s*: *Shakespeare's dramer* (Shakespeare's dramas), *Valerius' visor* (the ballads of Valerius).

**Abbreviations**

Where the last letter of the abbreviation is the last letter of the complete word, the period is not used.

a.-b.	aktiebolag, joint-stock company	b., bd	band, volume, volumes
adr.	adress, address, c/o	bl. a.	bland annat, bland andra, among other things, or among others
ang.	angående, concerning	d.	död, dead
anm.	anmärkning, remark, observation	d:o	dito, ditto

³ The division on the prefix *o-* (meaning *un-* or *non-*) should be avoided except in very narrow measure to avoid bad spacing.



## Abbreviations—Continued

dr, d:r	doktor, doctor
d.v.s.	det vill säga, that is, that is to say
d.y.	den yngre, junior
d.ä.	den äldre, senior; det är, that is
ell.	eller, or
etc.	et cetera, and so forth
ex.	exempel, example (illustration), e.g.
f.	född, born
f.d.	för detta, before this, formerly
frk.	fröken, Miss
f.ö.	för övrigt, besides
förf.	författare, author; författarinna, authoress
H.M.	Hans Majestät, His Majesty
hr	herr, Sir, Mr.
i st. f.	i stället för, in place of
jfr	jämför, compare, cf.
kap.	kapitel, chapter
kl.	klockan, o'clock
kr.	krona, crown; kronor, crowns (coin)

kungl.	kunglig, royal
m.a.o.	med andra ord, in other words
m. fl.	med flera, with others, and others
m.m.	med mera, etc., and so forth
n.b.	nota bene, mark (notice) well
nr, n:o	nummer, numro, number
näml.	nämligen, namely, viz, to wit
obs.	observera, observe
o.d.	och dylikt (dylika), and the like
o.s.a.	om svar anhålles, an answer is requested
o.s.v.	och så vidare, and so forth
p.s.	postskriptum, postscript
red.	redaktör, editor
s., sid.	sida, page; sidor, pages
s.d.	samma dag, the same day
s.k.	så kallad, so called
t. ex.	till exempel, for instance
t.o.m.	till och med, even
und.	undantag, exception

## Cardinal numbers

en, ett	one
två	two
tre	three
fyra	four
fem	five
sex	six
sju	seven
åtta	eight
nio	nine
tio	ten
elva	eleven
tolv	twelve
tretton	thirteen
fjorton	fourteen
femton	fifteen
sexton	sixteen
sjutton	seventeen

aderton	eighteen
nitton	nineteen
tjugu (tjugo)	twenty
tjuguen (tjuguet)	twenty-one
tjugutvå, etc.	twenty-two, etc.
tretti(o)	thirty
fyrtio	forty
femtio	fifty
sextio	sixty
sjuttio	seventy
åttio	eighty
nittio	ninety
hundra	hundred
hundra ett, etc.	one hundred and one, etc.
två hundra, etc.	two hundred, etc.
tusen	thousand

## Ordinal numbers

(den) första (-e)	first
andra (-e)	second
tredje	third
fjärde	fourth
femte	fifth
sjätte	sixth
sjunde	seventh
åttonde	eighth
nionde	ninth
tionde	tenth
elfte (elvtte)	eleventh
tolfte (tolvte)	twelfth
trettonde	thirteenth
fjortonde	fourteenth
femtonde	fifteenth
sextonde	sixteenth
sjuttonde	seventeenth
adertonde	eighteenth

nittonde	nineteenth
tjugonde	twentieth
tjuguförsta	twenty-first
tjuguandra, etc.	twenty-second, etc.
trettiande	thirtieth
fyrtionde	fortieth
femtionde	fiftieth
sextionde	sixtieth
sjuttionde	seventieth
åttionde	eightieth
nittionde	ninetieth
hundrade	hundredth
hundra första	one hundred and first, etc.
två hundrade, etc.	two hundredth
tusende	thousandth

**Months**

januari (jan.)	January	juli	July
februari (feb.)	February	augusti (aug.)	August
mars	March	september (sept.)	September
april (apr.)	April	oktober (okt.)	October
maj	May	november (nov.)	November
juni	June	december (dec.)	December

**Days**

söndag	Sunday	torsdag	Thursday
måndag	Monday	fredag	Friday
tisdag	Tuesday	lördag	Saturday
onsdag	Wednesday		

**Seasons**

vår	spring	höst	autumn
sommar	summer	vinter	winter

**Time**

timme	hour	månad	month
dag	day	år	year
vecka	week		

REFERENCES.—Axel Johan Uppvall and Gösta Robert Stene, *Swedish Grammar and Reader* (1938); Edwin J. Vickner, *Simplified Swedish Grammar* (1946); Walter E. Harlock, *Svensk-Engelsk Ordbok* (1947); Axel Johan Uppvall, *Swedish Phonology* (1938); D. Milanova, *Svensk-Rysk Ordbok* (1962).

## TURKISH

Ey, Türk Gençliği, birinci vazifen Türk istiklâlini, Türk Cümhuriyetini ilelebet muhafaza ve müdafaa etmektir. Birgün İstiklâl ve Cümhuriyeti müdafaa mecburiyetine düşersen, vazifeye atılmak için içinde bulunacağın vaziyetin imkân ve şeraitini düşünmeyeceksin. Mevcudiyetinin ve istikbâlinin yegâne temeli budur. Bu temel senin en kıymetli hazinendir.¹—K. Atatürk.

### Alphabet and pronunciation

A	a	a in father	L	l	l in link
Â	â	see Special characters	M	m	m in man
B	b	b in bed	N	n	n in no
C	c	j in judge	O	o	o in or
Ç	ç	ch in church	Ö	ö	like German ö or French
D	d	d in do			eu
E	e	e in red	P	p	p in pin
F	f	f in far	R	r	r in red, somewhat more
G	g	g in go			trilled than in English
Ğ	ğ	y in yet, between front	S	s	s in sun
		vowels (i, e, ü, ö); si-	Ş	ş	sh in shall
		lent or voiced spirant	T	t	t in tin
		between back vowels	U	u	u in push
		(ı, a, u, o); after a	Û	û	see Special characters
		vowel, final or before	Ü	ü	like German ü or French
		a consonant, prolongs			u
		the vowel	V	v	v in van, sometimes more
H	h	h in hat			like w
I	ı	i in till	Y	y	y in yet or boy
İ	i	i in machine	Z	z	z in zeal
J	j	z in azure			like glottal catch "uh-
K	k	k in kit			oh"

### Special characters

Turkish uses the Latin alphabet with the addition of the following special characters: Â â, Ç ç, Ğ ğ, İ ı, Ö ö, Ş ş, Û û, and Ü ü. The characters Ğ ğ occur also as Ġ ġ. Note the characters İ İ, i i. The circumflex accent (^) is frequently used over vowels a and u. It sometimes indicates prolongation of the vowel, sometimes palatal (y-like) pronunciation of neighboring k, g, or l. Turkish orthography uses no digraphs. Since ı and i are two different letters, the ligature fi should not be used; f and i or i should be separate letters.

### Vowels and consonants

The vowel letters are a, e, i, ı, o, ö, u, and ü. The remaining letters of the alphabet are consonants. The apostrophe ('), which indicates hiatus or slight glottal catch, counts as a consonant.

¹[TRANSLATION:] O, Turkish Youth, your first duty is to look after and eternally to protect the Turkish Independence. If one day you are called upon to defend the Republic and the Independence, you will take over your duty neither flinching nor being deterred by any circumstances or situations in which you may find yourselves. This is the only foundation to your existence and future. This foundation is your most valuable treasure.



### Consonantal units

For the purposes of syllabification, there are no consonantal units in Turkish, although in foreign words deference is shown to consonantal units according to the language of origin.

### Rules for syllabification

1. Turkish, not having diphthongs, digraphs, or consonantal units, has no groups of vowels or consonants which may not be divided, provided division conforms to rules 2 to 8 below.

2. Division is made on a vowel before a single consonant: *ha-va, zi-ya, sa-kin*.

3. In a group of two or more consonants, division is made before the last consonant: *bil-mek, bil-lâr, ört-mek, sat-ht, sal-ya*.

4. In words of Arabic root, vowels may be divided: *ma-ani, mu-af, cema-al, gayri-labîl*.

5. Turkish has no prefixes in the conventionally accepted sense. The negative particle *gayri*, however, acts as a prefix and is kept intact: *gayri-matbu*.

6. Compound words are divided according to their component parts (and each part according to rules 1 to 5): *göz-ağrısı, hanım-eli, açık-göz*.

7. Foreign words and components of foreign words (not naturalized) follow the conventions of the language of origin: *fa-brika, am-plifikatör, ka-blo, tel-graf, boy-skavt*. In this rule are also included scientific and technical words, which editors prefer to treat etymologically: *pan-kreas, proto-plasma*.

8. Division may be made on the apostrophe indicating hiatus: *mes'-ul*.

### Illustrative word divisions

[The numbers in parentheses refer to the syllabification rules]

A ce-mis-tan	(2, 3)	İs-tan-bul	(3, 3)
a-kort-la-mak	(3, 2)	i-yi-leş-mek	(2, 3)
Al-man-ya	(2, 3)	ır-ga-la-mak	(3, 2, 2)
alt-mış-al-tı	(3, 6, 3)	kü-tüp-ha-ne	(2, 3, 2)
A-me-ri-kan	(2, 2)	lâ-a-let-ta-yin	(4, 2, 3, 2)
an'-a-nan	(8, 2)	li-to-ğra-fi	(2, 7, 2)
an-fi-te-atr	(3, 2, 4)	ma-no-me-tre	(2, 2, 7)
An-gli-kan	(7, 2)	man-ye-zi-um	(3, 2, 4)
An-ka-ra	(3, 2)	ma-te-ri-ya-list	(2, 2, 2, 2)
an-si-klo-pe-di	(3, 7, 2, 2)	me-bus-lük	(8, 3)
as-ri-leş-tir-mek	(3, 2, 3, 3)	met-he-dil-mek	(3, 2, 3)
baş-ağ-rı-sı	(6, 3, 2)	me-tro-po-lit	(7, 2, 2)
baş-lı-ba-şı-na	(3, 2, 2, 2)	met-ruk	(3, 3)
be-ra-et	(2, 4)	mev-su-ki-yet	(3, 2, 2)
bey-yi-ne	(3, 2)	mo-no-plân	(2, 7)
bil-kül-li-ye	(3, 3, 2)	mu-sah-hah	(2, 3)
bi-na-en-a-leyh	(2, 4, 6, 2)	mü-el-lef	(4, 3)
bi-pa-yan	(2, 2)	nes-het-mek	(3, 3)
bir-le-şik	(3, 2)	or-to-ğraf	(3, 7)
bi-ta-raf-lık	(2, 2, 3)	pro-to-plas-ma	(2, 7, 3)
can-a-cı-sı	(6, 2, 2)	ri-a-ye-ten	(4, 2, 2)
cum-huri-yet	(3, 2, 2, 2)	ser-best-çe	(3, 3)
çağ-rıl-mak	(3, 3)	tak-si-me-tre	(3, 2, 7)
dağ-a-la-sı	(6, 2, 2)	tay-va-re-ci-lik	(3, 2, 2, 2)
dev-let-ler	(3, 3)	Türk-çe-si	(3, 2)
ec-ne-bi-lik	(3, 2, 2)	Türk-çü-lük	(3, 2)
el-al-tın-dan	(6, 3, 3)	us-ta-lık-lı	(3, 2, 3)
en-ter-nas-yo-nal	(3, 3, 3, 2)	uz-laş-tır-mak	(3, 3, 3)
fa-bri-ka-tör	(7, 2, 2)	ü-leş-tir-mek	(3, 3)
gayri-ka-bil	(3, 5, 2, 2)	ül-tra-vi-yo-le	(7, 2, 2, 2)
ha-yır-lı	(2, 3)	va-kit-siz	(2, 3)
hay-si-yet	(3, 2)	Vaş-ing-ton	(7, 3)
hü-kû-met	(2, 2)	ya-ra-şik-sız	(2, 2, 3)
ih-ba-ri-ye	(3, 2, 2)	ye-tiş-mek	(2, 3)

### Stress and diacritics

Stress is not marked in Turkish orthography. The only diacritics are the dieresis, cedilla, and circumflex, all of which are explained under Special characters.

### Capitalization

Capitalization is practically as in English.

If name of any particular law, *Türk eşya kanunu*, only first word of law is capitalized.

*Türkiye Büyük Millet Meclisi, Tanrı, Allah Kızılay Kurumu İstanbul, Varlık Yayınevi.*

### Punctuation

Punctuation is similar to that in English, but the comma and dash are used somewhat more frequently than in English. Quotation symbols: << >>.

Examples: Kutlu, Şemsettin. Eski Türk hayatı; fıkralar, olaylar.

### Abbreviations

A. Ş. Anonim Şirket, anonymous firm; Inc.  
ayn. aynı müellif, the same author; idem  
B. Bey (Bay), Sir, Mr.  
B. D. Birleşik Devletler, United States  
Bl. Bölük, Company, Co.  
Bn. Bayan, Miss or Mrs.  
Gn. Genel, General  
Hz. Hazretleri, His Excellency, His Majesty  
ilv. ilâve, supplement  
km. kilometre, kilometer  
M. Mösyö, Monsieur, Mr.

Ml. Matmazel, Miss  
Mm. Madam, Mrs.  
msl. meselâ, for example, e.g.  
no. Número, number  
Paş. Paşa, Pasha  
s. sahife, page  
sk. sokak, street  
sm. santimetre, centimeter  
Şsi. Şürekası, Company, Co.  
T. C. Türkiye Cumhuriyeti, The Republic of Turkey  
T. L. Türk Lirası, Turkish pound  
v. b. ve başkalar, and others, et al  
v. s. ve saire, etc.

### Cardinal numbers

bir one  
iki two  
üç three  
dört four  
beş five  
altı six  
yedi seven  
sekiz eight  
dokuz nine  
on ten  
on bir eleven  
on iki twelve  
on üç, etc. thirteen, etc.  
yirmi twenty  
yirmi bir, etc. twenty-one, etc.

otuz thirty  
kırk forty  
elli fifty  
altmış sixty  
yetmiş seventy  
seksen eighty  
doksan ninety  
yüz hundred  
yüz bir, etc. one hundred and one, etc.  
iki yüz, etc. two hundred, etc.  
bin thousand

### Ordinal numbers

birinci first  
ikinci second  
üçüncü third  
dördüncü fourth  
beşinci fifth  
altıncı sixth  
yedinci seventh  
sekizinci eighth  
dokuzuncu ninth  
onuncu tenth

on birinci eleventh  
on ikinci twelfth  
on üçüncü, etc. thirteenth, etc.  
yirminci twentieth  
yüzüncü, etc. hundredth, etc.  
bininci, etc. thousandth, etc.

### Months

Ocak (Kânunusani) January  
Şubat February  
Mart March  
Nisan April  
Mayıs May  
Haziran June

Temmuz July  
Ağustos August  
Eylül or Eylül September  
Ekim (Teşrinievvel) October  
Kasım (Teşrinisani) November  
Aralık (Kânunuevel) December

¹ The ordinals are formed regularly from the cardinals by the addition of *-inci*, *-uncu*, or *-üncü* in accordance with the principle of vowel harmony.

**Days**

Pazar	Sunday	Perşembe	Thursday
Pazartesi	Monday	Cuma	Friday
Salı	Tuesday	Cumartesi	Saturday
Çarşamba	Wednesday		

**Seasons**

ilkbahar	spring	sonbahar	autumn
yaz	summer	kış	winter

**Time**

saat	hour	ay	month
gün	day	yıl, sene	year
hafta	week		

REFERENCES.—N. A. McQuown and Sadi Koylan, *Spoken Turkish* (1944); A. Vahid Moran, *Türkçe-İngilizce sözlük* (1945); James W. Redhouse, *İngilizce-Türkçe lûgatı* (1950); F. Heuser und İ. Şevket, *Türkisch-Deutsches Wörterbuch* (Istanbul, 1942)



## SLAVIC LANGUAGES AND THEIR ALPHABETS

The Slavic languages are usually divided into three groups:

(a) West Slavic, which includes Polish, Sorb or Wendish (also called Lusatian), Czech, and Slovak; Polabian, now extinct, also belongs to this group, as do Kashubian (almost extinct) and Slovincian (extinct). Polish is the language of Poland. Sorb or Wendish is spoken along the river Spree in both Upper and Lower Lusatia. Czech and Slovak are two separate, though very similar, languages; Czech is spoken in western and central Czechoslovakia (Bohemia and Moravia), and Slovak in the eastern part of the country (Slovakia). Polabian was spoken in the regions adjacent to the Elbe River. Kashubian and Slovincian were found in the region around Danzig in Pomerania.

(b) East Slavic, which comprises Russian, Ukrainian, and White Russian. Russian is spoken throughout the Soviet Union, but was originally native only to central and northern European Russia. White Russian is spoken in the White Russian Soviet Socialist Republic. Ukrainian is found in most of the Ukrainian Soviet Socialist Republic; the variety of Ukrainian spoken in what was formerly sub-Carpathian Russia in Czechoslovakia was often referred to as Ruthenian. Ukrainian was formerly called Little Russian, and Russian proper was then designated as Great Russian.

(c) South Slavic, which includes Slovene, Serbo-Croatian, Macedonian, and Bulgarian. Serbo-Croatian is a single literary language, the Serbian areas writing it in the Cyrillic alphabet, while the Croatian areas use the Latin alphabet (in the form given as transliteration for Serbian Cyrillic). Serbo-Croatian is the language of all Yugoslavia, but Slovene is used in Slovenia (northwest Yugoslavia) and Macedonian in Macedonia (southeast Yugoslavia). Correspondence between Serbian and Croatian alphabets insures correct spelling of the Serbo-Croatian language in Roman alphabet. Bulgarian is spoken in Bulgaria.

The West Slavic languages and Slovene and Croatian have always been written in the Latin alphabet. The other Slavic languages use modern forms of Cyrillic. Cyrillic was devised in the 10th century, being based on the Greek alphabet. It was created for the purpose of writing Old Macedonian, which is usually called Old Church Slavic, and the old form of the alphabet, not given below, is now found only in printed ecclesiastical materials. Old Church Slavic is sometimes called Old Church Slavonic.

### Slavic (Cyrillic) alphabets

Russian: А а, Б б, В в, Г г, Д д, Е е, Ё ё, Ж ж, З з, И и, Й й, К к, Л л, М м, Н н, О о, П п, Р р, С с, Т т, У у, Ф ф, Х х, Ц ц, Ч ч, Ш ш, Щ щ, Ъ ъ, Ы ы, Ь ь, Э э, Ю ю, Я я; used now only outside of the U.S.S.R.: І і, Ъ ѡ, Ѣ ѣ, Ѥ ѥ, Ѧ ѧ

Ukrainian: А а, Б б, В в, Г г, Д д, Е е, Є є, Ж ж, З з, И и, І і, Ї ї, Й й, К к, Л л, М м, Н н, О о, П п, Р р, С с, Т т, У у, Ф ф, Х х, Ц ц, Ч ч, Ш ш, Щ щ, Ъ ъ, Ы ы, Ю ю, Я я, ' ; used now only outside of the U.S.S.R.: Ѓ ґ

White Russian: А а, Б б, В в, Г г, Д д, Е е, Ё ё, Ж ж, З з, І і, Ы ы, К к, Л л, М м, Н н, О о, П п, Р р, С с, Т т, У у, Ў ў, Ф ф, Х х, Ц ц, Ч ч, Ш ш, Щ щ, Ъ ъ, Ы ы, Ь ь, Э э, Ю ю, Я я; used now only outside of the U.S.S.R.: Ѓ ґ

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**Bulgarian:** А а, Б б, В в, Г г, Д д, Е е, З з, Ж ж, И и, Ї ї, К к, Л л, М м, Н н, О о, П п, Р р, С с, Т т, У у, Ф ф, Х х, Ц ц, Ч ч, Ш ш, Щ щ, Ъ ъ, Ь ь, Ю ю, Я я; formerly also used: Ъ ъ, Ж ж, І-Ж і-ж

**Macedonian:** А а, Б б, В в, Г г, Ѓ ѓ, Д д, Е е, Ж ж, З з, С с, И и, Ј ј, К к, Ќ ќ, Л л, Љ љ, М м, Н н, Њ њ, О о, П п, Р р, С с, Т т, У у, Ф ф, Х х, Ц ц, Ч ч, Џ џ, Ш ш,

**Serbian:** А а, Б б, В в, Г г, Д д, Ѓ ѓ, Е е, Ж ж, З з, И и, Ј ј, К к, Л л, Љ љ, М м, Н н, Њ њ, О о, П п, Р р, С с, Т т, Ћ ћ, У у, Ф ф, Х х, Ц ц, Ч ч, Џ џ, Ш ш

The Cyrillic alphabet has been adopted recently in the Union of Soviet Socialist Republics for use with various non-Slavic languages, such as Moldavian, Kirghiz, Tajik, Mongolian, and others. Usually the Russian form is used as a base, with special letters added as needed.

### Transliteration of Cyrillic alphabets

The transliteration given first place here is that of the United States Board on Geographic Names, adopted in 1944. It is identical with that used by the (British) Permanent Committee on Geographical Names, adopted about the same time. The Board on Geographic Names transliteration has been officially adopted only for Russian, Bulgarian, and Serbian; for the other languages here given it is applied by extending the same principles and supplying new symbols or digraphs as needed. Certain additions to avoid possible ambiguity are also given.

The Library of Congress uses a transliteration that differs at certain points from that of the Board on Geographic Names. These differences are indicated.

In works on Slavic in the fields of linguistics and philology, still other transliterations are used. These are also indicated, the word "linguistics" being used to mean linguistics and philology.

In the list below, the transliterated symbol holds for all six languages when it is not marked. Where different uses are recommended for different languages, or where a letter is used only in some of the languages, these facts are stated.

### Alphabets, pronunciation, and transliteration

А	а	<i>a</i>
Б	б	<i>b</i>
В	в	<i>v</i>
Г	г	<i>g</i> in Russian, Bulgarian, Macedonian, and Serbian; <i>h</i> in White Russian and Ukrainian; linguistics, always <i>g</i>
Ґ	ґ	<i>g</i> in White Russian and Ukrainian only; no longer used in the Soviet-Union; linguistics, <i>g</i>
Г	ѓ	<i>g'</i> in Macedonian only; linguistics, <i>g'</i>
Д	д	<i>d</i>
Ђ	ђ	<i>đ</i> or <i>dj</i> in Serbian only; Library of Congress and linguistics, <i>đ</i>
Е	е	<i>ye</i> in Russian initially and after a vowel or ъ or ь, <i>e</i> elsewhere; in White Russian, always <i>ye</i> ; in the other languages, always <i>e</i> ; Library of Congress and linguistics, always <i>e</i>
Ё	ё	<i>yě</i> and <i>ě</i> in Russian, as for <i>ye</i> and <i>e</i> ; in White Russian, <i>o</i> ; not used elsewhere; Library of Congress always uses <i>ě</i> in Russian; linguistics, <i>ě</i> or <i>ē</i>
Є	є	<i>ye</i> in Ukrainian only; Library of Congress, <i>œ</i> ; linguistics, <i>ē</i> or <i>je</i>

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Ж	ж	<i>zh</i> ; linguistics, <i>ž</i> in Serbian
З	з	<i>z</i> ; <i>zh</i> ; Library of Congress in Ukrainian
С	с	<i>dz</i> in Macedonian only; linguistics, <i>z</i> or <i>dz</i>
И	и	<i>i</i> , except in Ukrainian, where it is <i>y</i> ; linguistics, always <i>i</i>
Й	й	<i>y</i> ; not used in Macedonian and Serbian; Library of Congress, <i>ȳ</i> ; linguistics, <i>j</i> and <i>j̃</i>
І	і	<i>ī</i> in Ukrainian and Russian; <i>i</i> in White Russian; not used elsewhere; no longer used in U.S.S.R.; Library of Congress and linguistics, <i>ī</i>
Ї	ї	<i>yi</i> in Ukrainian; Library of Congress, <i>ȳ</i> ; linguistics, <i>ī</i> and <i>jī</i>
Ј	ј	<i>j</i> in Macedonian and Serbian only
К	к	<i>k</i>
Ќ	ќ	<i>k</i> in Macedonian only; linguistics, <i>k̑</i>
Л	л	<i>l</i>
Љ	љ	<i>l̑</i> or <i>l̑̇</i> in Macedonian and Serbian only; linguistics, <i>l̑</i>
М	м	<i>m</i>
Н	н	<i>n</i>
Њ	њ	<i>ñ</i> or <i>nj</i> in Macedonian and Serbian only; Library of Congress, <i>nj</i> ; linguistics, <i>ñ</i>
О	о	<i>o</i>
П	п	<i>p</i>
Р	р	<i>r</i>
С	с	<i>s</i>
Т	т	<i>t</i>
Ћ	ћ	<i>č</i> in Serbian only
У	у	<i>u</i>
Ў	ў	<i>w</i> in White Russian only; Library of Congress, <i>ũ</i> ; linguistics, <i>u</i>
Ф	ф	<i>f</i>
Х	х	<i>kh</i> ; Library of Congress uses <i>h</i> for Serbian; linguistics, <i>x</i> and <i>ch</i>
Ц	ц	<i>ts</i> ; Library of Congress, <i>t̑s</i> for Russian, <i>c</i> for Serbian and Macedonian; linguistics, <i>c</i> ; to avoid ambiguity, Cyrillic TC may be transliterated as <i>t.s</i> , or the Library of Congress symbol for <i>ц</i> may be used
Ч	ч	<i>ch</i> , except <i>č</i> in Macedonian and Serbian; linguistics, <i>č</i>
Џ	џ	<i>dž</i> in Macedonian and Serbian only; linguistics, <i>j̃</i>
Ш	ш	<i>sh</i> , except <i>š</i> in Macedonian and Serbian; linguistics, <i>š</i> ; Library of Congress uses <i>sh̑</i> in Ukrainian to avoid ambiguity with <i>cr=sh</i>
Щ	щ	<i>shch</i> in Russian, White Russian, and Ukrainian; <i>sht</i> in Bulgarian; not used in Macedonian and Serbian; linguistics, <i>š</i> and <i>šč</i> (or <i>št</i> for Bulgarian)
Ъ	ъ	double apostrophe (") no longer used at end of a word in Russian and Bulgarian; not used elsewhere. Library of Congress uses <i>ũ</i> in the middle of word in Bulgarian; linguistics, <i>ũ</i>
Ы	ы	<i>y</i> in Russian and White Russian only
Ь	ь	single apostrophe ('); not used in Macedonian and Serbian; Library of Congress, <i>ʹ</i> ; linguistics, <i>ȳ</i>
Ѣ	ѣ	<i>ye</i> and <i>ē</i> in Russian, no longer used; <i>ye</i> in Bulgarian, no longer used; not used elsewhere; Library of Congress, <i>ȳe</i> ; linguistics, <i>ē</i>

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Э э	<i>e</i> in Russian (or <i>ě</i> to avoid ambiguity); <i>ě</i> in White Russian; not used elsewhere; Library of Congress, <i>ě</i> ; linguistics, <i>ě</i>
Ю ю	<i>yu</i> ; not used in Macedonian and Serbian; Library of Congress, <i>ŭ</i> ; linguistics, <i>ŭ</i> and <i>ju</i>
Я я	<i>ya</i> ; not used in Macedonian and Serbian; Library of Congress, <i>ŭ</i> ; linguistics, <i>ā</i> and <i>ya</i>
Ө ө	<i>f</i> in Russian only; no longer used
Ү ү	<i>y</i> in Russian only; no longer used
Ж ж	<i>ǵ</i> in Bulgarian only; no longer used; Library of Congress, <i>ǵ</i> no longer used in Bulgaria; linguistics, <i>q</i>
І-Ж і-ж	<i>yǵ</i> in Bulgarian only; no longer used; linguistics, <i>ǵ</i> or <i>jǵ</i>
'	Ukrainian and Macedonian only, instead of older <i>ъ</i> ; transliterate by double apostrophe (''), single apostrophe (') is used for <i>ь</i> in Ukrainian; linguistics, '

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The old form of Cyrillic used for Old Church Slavic had letters similar in shape to а, б, в, г, д, е, ж, з, и, і, к, л, м, н, о, п, р, с, т, у, ф, х, ц, ч, ш, щ, ъ, ы, ѣ, ѓ, ю, љ, і-ж, є, and в. In addition there were ω (Greek) = ѿ, ѡ (equal to modern я), і-є (equal to Ukrainian е), ѡ = ѣ (nasal е), ѡѡ = ѣ (ye or je), ѣ (Greek) = *ks* (x); ѣ (Greek) = *ps*; ѣ appeared as ѣ or ѣ, and also as ѣи (ѣї, ѣї ѣї). A still older form of this alphabet, the Glagolitic, has letter shapes that are very different from those of the original Greek or modern Cyrillic; this alphabet lacked the letters ѡ, ѣ, і-а, і-е, ѣ, ѣ, but had a letter corresponding to Serbian ѣ.

# INDEX

[Numbers in parentheses refer to rules ; *italic* indicates exact terminology]

[For lists of capitalization, spelling, compounding, and abbreviations, see Guide to Capitalization, p. 33 ; Spelling, p. 61 ; Guide to Compounding, p. 81 ; Abbreviations, p. 149]

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### MARGIN INDEX

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